

City of Issaquah, Washington

2016 Comprehensive Emergency Management Plan



Prepared by the City of Issaquah Emergency Management Division and the City of Issaquah
Emergency Management Planning Group

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2016 Comprehensive Emergency Management Plan**

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FOREWARD

The City of Issaquah sincerely appreciates the cooperation and support from those agencies, departments, and local jurisdictions that have contributed to the development and publication of the 2016 City of Issaquah Comprehensive Emergency Management Plan (CEMP).

Coordination of the CEMP represents a committed and concerted effort by the City of Issaquah, the King County Office of Emergency Management, and other local jurisdictions to emergency management. The CEMP demonstrates the ability of a large number of agencies to work together to achieve a common goal.

Special recognition for the document preparation and integration of materials into this plan go to the City of Issaquah's Office of Emergency Management, including the City's Emergency Management Planning Group, without whose efforts this document would not have been produced.

The CEMP is one of many efforts to prepare all people in the City for emergencies and disasters. The CEMP is formatted to be consistent with the King County and Washington State Comprehensive Emergency Management Plans as well as the National Response Framework, complete with Emergency Support Functions (ESFs) as single function activities. Standardizing plans throughout the State helps improve interoperability between local, State, and Federal levels of government. The CEMP improves our ability to minimize the impacts of emergencies and disasters on people, property, economy, and the environment of the City of Issaquah.

Bret Heath,
City of Issaquah, Washington
Director
Public Works Operations
Emergency Management

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INTRODUCTION

The Issaquah Comprehensive Emergency Management Plan is for the use of City officials in mitigating, preparing for, responding to, and recovering from natural and technological disasters. It also provides for standardizing plans and procedures throughout the City and to facilitate interoperability between local, state, and federal governments.

Every effort has been made to ensure that the City of Issaquah's CEMP is compatible with the King County and Washington State CEMPs, the National Response Framework (NRF), the National Incident Management System (NIMS) the Revised Code of Washington, and other local, State, and Federal regulations. It will be tested, revised and updated as required. All recipients are requested to advise the City of Issaquah Emergency Management Coordinator regarding recommendations for improvements.

The format of this City of Issaquah CEMP supports that of the National Response Framework. It specifies the authorities, functions, and responsibilities that pertain to establishing collaborative action plans between local, State, Federal, volunteer and other public and private sector organizations. It also contains detailed information on Emergency Support Functions as single function activities. The CEMP will help minimize the impacts of disasters and other emergencies in the City of Issaquah by providing the framework to save lives, protect property, sustain the economy, and preserve the environment.

Finally, as a reminder to City of Issaquah elected officials, employees and other public and private organizations, the primary response and recovery goals for emergency management in any hazard are designed to:

Maintain a comprehensive internal process for conducting daily business before an emergency or disaster,

Support the City and other local jurisdictions during an emergency or disaster, and return to "business as usual" as quickly as possible after an emergency or disaster.

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PROMULGATION

Pursuant to WAC 118-30-60 (6) and ordinance no. 2637, the City of Issaquah Comprehensive Emergency Management Plan is promulgated, under separate letter, by the Mayor of Issaquah.

DISTRIBUTION

Print or electronic copies of the plan will be distributed to City Department Directors and other public and private agencies.

The City of Issaquah Comprehensive Emergency Management Plan will also be available on the City of Issaquah's website: www.ci.issaquah.wa.us

See Appendix 5, Distribution List, for full distribution details.

RECORD OF REVISIONS

Revision No.	Date of Revision	Revision Title	Date Added	Person Entering the Revision

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EXECUTIVE SUMMARY AND USE OF THE PLAN

A “disaster” is defined as a great misfortune, catastrophe or sudden calamitous event, which brings great damage, loss or destruction. The City of Issaquah is vulnerable to natural, technological and national security related disasters.

When a disaster threatens or strikes, City and County governments will take the lead in managing emergency public health, safety and welfare services. The response will be widespread, extending beyond the usual boundaries of departments providing emergency services and requiring the cooperation of governmental and private sector entities, which do not normally respond to emergency situations. Since County, State and Federal governments will provide only supporting services for disaster mitigation, response and recovery, the leadership of the City is of critical importance.

The Issaquah Comprehensive Emergency Management Plan is for the use of Issaquah officials in providing emergency management preceding, during and following a disaster. It gives the policies, information, recommendations and guidance necessary for the officials making operational decisions. It is also intended to assist neighboring and assisting agencies, both public and private, in determining the response plans by the City and the City’s expectations of responding agencies.

To the extent that it is used as an educational and management tool, the Issaquah Comprehensive Emergency Management Plan can increase the ability to deliver timely and efficient emergency and disaster services to the citizenry, and reduce the effects of a disaster within the Issaquah community.

This plan will experience periodic updating as changes occur in the structure of government, legal responsibilities and the capabilities of contributing organizations.

BASIC PLAN

INTRODUCTION

The City of Issaquah Comprehensive Emergency Management Plan (CEMP) is the official plan for providing emergency management services when life saving and property protection services cannot be accomplished as a normal daily function of City Government departments.

MISSION

The City of Issaquah will attempt to endeavor to protect lives, public and private property, the environment, and the economy in the event of a natural or technological disaster. Under the Revised Code of Washington, and in accordance with the National Response Framework (NRF), it is the responsibility of the City of Issaquah to attempt to mitigate, prepare for, respond to, and recover from all natural and technological emergencies and disasters.

This responsibility is implemented cooperatively with the City of Issaquah, King County, and special purpose districts. The City of Issaquah is also working with other communities in the region to share resources in a spirit of cooperation and collaboration to protect our resources and community members. Because of the nature of disasters, it is also the policy of the City of Issaquah to encourage citizens to be self-sufficient for a minimum of seven days should an emergency or disasters occur.

PURPOSE

This plan will facilitate restoration of basic city government operations following disasters as defined in the City of Issaquah annex to the King County Regional Hazard Mitigation Plan (RHMP).

The plan is also intended to do the following:

- Establish who is in command in case of a disaster
- Clearly designate disaster related functions assigned to government agencies based upon capabilities and mandated responsibilities
- Identify available sources of equipment and manpower in government agencies to utilize during disaster events
- Identify resources, manpower and equipment available from the private sector and general public to provide assistance during disasters
- Identify and clarify funding sources of manpower and other resources during disasters
- Provide coordination between agencies to achieve assigned function
- Organize volunteers when it is determined that there is a need

SCOPE AND APPLICABILITY

This Comprehensive Emergency Management Plan (CEMP) is a local level emergency management plan designed to describe the emergency/disaster response of the City of Issaquah, Washington.

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This CEMP is intended to be both general and hazard specific, covering the entire range of emergency and disaster situations from the natural disasters to the technological hazards in today's environment.

This CEMP considers that emergencies and disasters are likely to occur as described in the City of Issaquah Hazard Identification and Vulnerability Assessment, and describes:

Functions and activities necessary to implement the four phases of emergency management: mitigation, preparedness, response, and recovery.

Responsibilities identified in City ordinances and other applicable laws, as deemed appropriate.

INCIDENT MANAGEMENT ACTIVITIES

This plan enumerates the responsibilities of City departments and other entities involved in various aspects of emergency management in the City of Issaquah, including prevention, preparedness, response, and recovery actions.

The National Incident Management System (NIMS) provides a nationwide template enabling Federal, State, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Therefore, it is the policy of the City of Issaquah to apply the principles of NIMS to all incident management activities.

AUTHORITIES

This CEMP is developed under the authority of the following local, State, and Federal statutes and regulations:

City of Issaquah Municipal Code, Chapter 2.62: Department of Emergency Management
King County Comprehensive Emergency Management Plan

Revised Code of Washington:

- 35.33.081, Emergency Expenditures – Non-debatable Emergencies
- 35.33.101, Emergency Warrants
- 38.52, Emergency Management
- 38.56, Washington Intrastate Mutual Aid
- 39.34, Interlocal Cooperation Act
- 43.43.962, Washington State Patrol - State Fire Services Mobilization Plan
- 43.43.972, Washington State Law Enforcement Mobilization
- 49.60.400, Discrimination, Preferential Treatment Prohibited

Washington Administrative Code:

- 118-30, Local Emergency Management/Services Organizations, Plans and Programs

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- 118-40, Hazardous Chemical Emergency Response Planning and Community Right-to-Know Reporting
- 296-62, General Occupational Health Standards

Federal Authority

Public Law:

- 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- 95-124, Earthquake Hazards reduction Act of 1977, as amended
- 96-342, Improved Civil Defense Act of 1980, as amended
- 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know

KEY CONCEPTS

All disaster operations will be in coordination with the King County Office of Emergency Management (KCOEM) and conducted by City personnel and Eastside Fire and Rescue personnel using the Incident Management Team (IMT) concept. Those efforts will be supplemented as necessary by trained volunteers and by the workforce available within the local area.

When local resources have been or will be exhausted or overwhelmed, the Mayor, or designees may request State and Federal resources through KCOEM, or directly from the State of Washington.

The City of Issaquah is signatory to the Regional Disaster Framework for Public and Private Organizations in King County (RDF), providing for the exchange of resources during emergencies and disasters.

Resources may also be shared among all Washington State cities and counties through Intrastate Mutual Aid in RCW 38.56.

All City departments are designated the responsibility for providing personnel and equipment in support of disaster preparedness, mitigation, and response, and recovery as directed by the Mayor.

It is the policy of the City that no services will be denied based on race, color, national origin, religion, sex, age, or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of City services. Local activities pursuant to the Federal and State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60.400, Discrimination, Preferential Treatment Prohibited and Title 44, CFR 205.16, Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

In order to carry out the responsibilities identified above, all department directors are directed to establish emergency procedures within their respective departments, ready and capable of fulfilling disaster missions, as specified in this plan.

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Eastside Fire and Rescue (EFR) is staffed by career and volunteer fire fighters. EFR provides fire and rescue response, basic life support, technical rescue, and wild-land firefighting. Hazardous materials response is provided by the Eastside Haz-Mat Consortium, of which EFR is a member. Advanced Life Support (ALS) services are provided through Bellevue Fire Department under the King County EMS system. Non Medic 1 transport service is contracted through American Medical Response (AMR) by EFR.

The headquarters for Eastside Fire and Rescue and three of their fire stations are located in the City of Issaquah. Two Eastside Fire and Rescue fire stations, Station 81 and Station 83, are located in the City of Sammamish, but are primary response stations for some residents in the City of Issaquah.

Eastside Fire and Rescue has mutual aid agreements in place with all King County fire districts and departments. Automatic aid agreements are routinely activated at the time of dispatch with neighboring fire departments for reported structure fires, serious motor vehicle accidents and other occasions where deemed appropriate by on-going risk assessment.

The Issaquah Police Department, with headquarters at 130 E. Sunset Way, provides law enforcement services within the City. The Issaquah Police Department has mutual aid agreements in effect with the King County Sheriff's Office (KCSO), pursuant to the Washington Mutual Aid Peace Officers Powers Act (Chapter 10.93 RCW).

POLICIES

In accordance with RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry, in responding to an emergency or disaster, or the threat of an emergency or disaster, “the governor and the executive heads of the political subdivisions of the State are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the State, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the State upon request notwithstanding any other provision of law.”

And;

“The governor, the chief executive of counties, cities and towns and the emergency management directors of local political subdivisions appointed in accordance with this chapter, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed: PROVIDED, That citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by this chapter and federal and state emergency management regulations for registered emergency workers.”

PLANNING ASSUMPTIONS AND CONSIDERATIONS

The City of Issaquah is located in King County, approximately 15 miles east of Seattle, and 10 miles east of Bellevue, Washington. Issaquah has an area of 11.5 square miles and a population of 34,056 (2014 US Census data estimate). The elevation of the City ranges from approximately 30 feet to 1,100 feet.

Interstate 90, State Highway 900, East Lake Sammamish Parkway, and Issaquah-Hobart Road provide major highway access to the City. King County Metro provides regional and local passenger bus service in Issaquah and surrounding areas.

The Issaquah Police Department provides E911 Communications for the City, providing police, fire, medical aid and other emergency response dispatch. The contact number for the City of Issaquah Police Communications Center is 425-837-3221.

The City Administration, , Clerks, Sustainability and Finance offices are located in City Hall; Parks Department operations are located in and around the Community Center Complex and 525 1st Ave NW; Building, Development Services, Human Resources, Economic Development, Support Services and Public Works Engineering are located in City Hall NW and Municipal Court, Council Chambers and Information Technology are located in City Hall South.

The Public Works Operations Offices and Facility is located at 670 1st Ave. N.E. This facility is responsible for the street, water, sewer and stormwater and fleet operations within the City and houses the Emergency Operations Center.

SCHOOLS

There are three elementary schools, a middle school, and two high schools (one of which is alternative) located within the City. Four elementary schools and two middle schools are located within a half mile of the City boundaries. There are four private preschool and elementary schools in the City.

The Issaquah School District operates two bus storage facilities, one near Issaquah High School, and the second just outside the north City boundary adjacent to Pine Lake Middle School.

EMPLOYMENT

Primary industries providing employment in the City are retail, computer software, medical supply development, education and health care.

MEDICAL AND ASSISTED CARE FACILITIES

The nearest hospital is Swedish Hospital in the Issaquah Highlands area of the City. Overlake Hospital, located at 1035 116th Ave. N.E., in Bellevue, is approximately 10 miles from the City.

There are twenty-eight facilities within the City to physically and medically assist and house senior members of the community as well as those with special needs. There are several similar facilities near the City.

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HAZARDS

The RHMP, Issaquah annex provides information on potential hazards threatening the City. Disasters have occurred in the City and will occur again, some with warning and others with no warning at all.

It is assumed that any of the noted situations could create significant property damage, injury, loss of life, and disruption of essential services in the City. These situations may also create significant financial, psychological, and sociological impacts on the citizens of the community and the City governmental organization itself.

It is reasonable to assume that, with impending incidents such as storms, floods, and acts of terrorism, warnings will be issued to enable some preparation prior to the event. Other disasters will come with no advance warning.

In the event of widespread disaster, there will not likely be any significant assistance from nearby communities, counties, State, or Federal agencies for 72 hours or longer. In this situation, the City will need to rely on available City resources and those of private organizations, businesses, and residents within the City for initial response operations.

The City may receive requests to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting the City.

CONCEPT OF OPERATIONS

NIMS INTEGRATION

NIMS is a system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology.

It is the policy of the City of Issaquah that all emergency management activities will be conducted in accordance with NIMS.

GENERAL

The classification of non-charter code city as provided in the Optional Municipal Code Title 35A, Revised Code of Washington, is adopted as the classification for the government of the City of Issaquah, Washington. (Ord. 1573 § 1, 1985).

The plan of government for the City of Issaquah, Washington is the council-mayor plan of government as provided for in the Optional Municipal Code, Title 35A, Revised Code of Washington. (Ord. 1094, 1972).

The Revised Code of Washington (RCW), Chapter 38.52, Emergency Management, empowers local governmental entities to establish a program to deal with emergencies.

Local governments are responsible for ensuring that provisions are made for continuity of government during emergencies within their respective jurisdictions.

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City government will retain the authority and ultimate responsibility for direction and control of its own disaster operations, use of resources and application of mutual aid within its own boundaries.

King County Office of Emergency Management (KCOEM) is charged with the responsibility of coordinating disaster mitigation, preparedness, response, and recovery efforts. KCOEM is under the joint direction and control of the Metropolitan King County Council. KCOEM's jurisdiction includes all of unincorporated King County, and provides emergency management coordination to all incorporated cities and agencies in King County.

Eastside Fire and Rescue provides the City fire protection, Basic Life Support Services (BLS) medical services and technical rescue. Advanced Life Support (ALS) emergency medical services are provided by Bellevue Medic 1.

Disaster operations will be in coordination with the KCOEM and conducted by personnel from the City, Eastside Fire and Rescue, and trained volunteer personnel operating as a Type IV IMT. Resources obtained from the County, State and Federal agencies will also be utilized.

The Director of Emergency Management has been delegated the responsibility for the development and maintenance of the CEMP and the coordination of emergency preparedness and management activities within the City.

Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.

OVERALL COORDINATION OF INCIDENT MANAGEMENT ACTIVITIES

The Mayor, City Administrator, Deputy City Administrator and Department Directors make up the executive branch, and the City Council makes up the legislative branch of City government. The legislative branch is responsible for determining policy within the City.

The Public Works Operations Director is the Director of Emergency Management (DEM). In that role, he/she oversees and provides policy recommendations to the Mayor and City Council during emergency and recovery periods and is responsible to ensure the development and maintenance of the CEMP.

The Director of Emergency Management, or designee, is responsible for coordinating all emergency operations and programs throughout City government.

The Emergency Management Coordinator assists the DEM in executing emergency management responsibilities with specific emphasis on preparedness, including plans development, community education, training and coordination with other agencies and volunteers. Incident Command System

Emergency response and recovery efforts are the responsibility of the Issaquah Type IV IMT which includes resources from the City of Issaquah, Eastside Fire and Rescue and volunteers. The Issaquah IMT is organized under and follows the Incident Command System (ICS).

The Issaquah IMT will direct local response and recovery activities until such time (if necessary) as a Type III or higher IMT relieves the Issaquah IMT, at which point Issaquah IMT staff will support the incoming IMT and be prepared to resume operations when the external team exits Issaquah.

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The IMT Structure allows a seamless command and support system hand-off from the local IMT up to, and including, a national Type I team and, back down again, to the local team.

While the basic IMT structure remains constant (Command and General Staff) unit assignments will vary depending on the needs of the incident, e.g. Mass Care may or may not be required subject to the type of event.

Command Posts will be established for the coordination of field operations and may be located at or near an incident site or co-located with the IMT functions at the Emergency Operations Center (EOC).

The Incident Commander is in charge of the IMT and all associated functions.

Additional resources or public works assistance may be obtained through existing mutual aid agreements and/or contracts through private contractors. Requests for additional resources may be made through KC ECC or State EOC.

CONCURRENT IMPLEMENTATION OF OTHER PLANS

The CEMP is the core plan for emergency management. This CEMP employs an Emergency Support Function (ESF) approach. This approach identifies sources of direct assistance and operational support that the City may need in order to address hazard mitigation, preparedness, response, and recovery from an emergency or disaster.

The Basic Plan presents the policies and concept of operations that guide how the City will conduct mitigation, preparedness, response, and recovery activities.

The Appendices describe emergency management activities and give details supporting the Basic Plan.

The Emergency Support Functions describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in implementation of activities.

The Support Annexes to the CEMP describe the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute functional and administrative requirements necessary to ensure efficient incident management. They may be separate, stand-alone plans, or plans supporting the CEMP, specific to managing one or more aspects of an emergency event.

Other plans, authorities, protocols, and guidance used before, during, or after disasters and emergencies within the City of Issaquah include the following:

- City of Issaquah Emergency Operations Center Manual
- City of Issaquah annex to the RHMP
- King County Comprehensive Emergency Management Plan
- Washington State Comprehensive Emergency Management Plan
- National Response Framework

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ORGANIZATIONAL STRUCTURE

All departments within City will operate under the direction of the Issaquah IMT using the Incident Command System (ICS) structure, as set forth in the National Incident Management System (NIMS) during emergencies and disasters. Departments and divisions not directly involved with the incident and the ICS will maintain, to the extent practical, the day-to-day organizational structure.

PRINCIPAL INCIDENT MANAGEMENT ORGANIZATIONAL ELEMENTS

Various City departments and Eastside Fire and Rescue have personnel and other resources, including specialized vehicles and heavy construction equipment, available to deploy during disasters and emergencies. The City will use all locally available resources including mutual aid, to manage the emergency before requesting assistance from King County or the State of Washington.

The numbers of personnel, the number and type of vehicles, and other equipment available for deployment are listed in the City of Issaquah EOC Manual. City and fire service resources include the following:

- Eastside Fire and Rescue - provides fire protection and technical rescue, and coordinates emergency medical services within the City, and other jurisdictions adjacent to and near the City of Issaquah. Mutual aid agreements are maintained with all neighboring jurisdictions and throughout the State through the Fire Mobilization Plan.
- The City of Issaquah Police Department - provides law enforcement services within the City. Mutual aid agreements are maintained with all neighboring jurisdictions, and throughout the State through Law Enforcement Mobilization
- The City of Issaquah Public Works Operations Department - personnel are trained and equipped to maintain the City's infrastructure and fleet
- The City of Issaquah Parks and Recreation Department – personnel are trained in sheltering residents needing this support during a disaster, and maintain City facilities and structures that can be used as shelters
- The City of Issaquah's Communication Coordinator, working through the Mayor's Office and the Incident Commander, will coordinate City communication to residents, persons employed throughout the community, City visitors, and the press as to precautions to take prior to an anticipated emergency/disaster, the status of an emergency/disaster, and information needed after the emergency /disaster has occurred

The City of Issaquah has additional City Departments that bring resources and personnel to the City's IMT. The City of Issaquah Community Emergency Response Team (CERT) and the Issaquah Communications Support Team (ICST) volunteers will work closely with the Director of Emergency Management or the Incident Commander and his/her designee to assist the City in responding to the needs of the community before, during and after a disaster/emergency occurs

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EMERGENCY RESPONSE AND SUPPORT TEAMS (FIELD LEVEL)

Local and county emergency response teams and groups will be the first persons able to respond to disasters in the community. State and Federal teams may be able to respond if the need is there and their response is authorized by federal agencies. Their response will not be immediate due to logistics, and therefore Issaquah will rely on local response immediate after a disaster in the community.

Trained and certified federal teams described in the Concept of Operations of the National Response Framework may be available to assist in incident management, set up response facilities, and provide expertise and capability. They include representatives from the Federal Emergency Support Functions. They will integrate into the Joint Field Office when it is established.

STATE AND FEDERAL SUPPORT

The Department of Defense (DOD) is authorized to deploy support to local jurisdictions during disasters and emergencies.

DOD support is described in the Concept of Operations of the National Response Framework. DOD responds to requests for assistance during disasters and emergencies when local, state or federal resources are overwhelmed. This support is provided on a reimbursable basis

Emergency Support Function (ESF) 20 details the Department of Defense (DOD) support that is available.

LAW ENFORCEMENT ASSISTANCE

The Issaquah Police Department is the agency of primary jurisdiction within the City under routine circumstances and during emergency operations. The Washington State Mutual Aid Peace Officer Powers Act of 1985(RCW 10.93), the Law Enforcement Mobilization act (RCW 43.43.972), and the Washington State Mutual Assistance Compact (RCW 38.56) provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies. Letters of mutual support exist with various law enforcement agencies throughout the state. Supplemental law enforcement assistance should be requested through the EOC, when activated.

Law enforcement support that is available to deploy to the City of Issaquah during disasters and emergencies includes the following:

- Local Agencies (mutual aid/notices of consent)
- King County Sheriff's Office
- Other Police Agencies
- State Agencies
- Washington State Patrol
- Federal Agencies
- Federal Bureau of Investigation (FBI) NOTE: FEMA Declaration is not needed to receive assistance from the FBI for law enforcement related assistance.

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- Bureau of Alcohol, Tobacco and Firearms (ATF)
- Secret Service

Federal government resources are described in the Concept of Operations of the National Response Framework. Federal agencies may be requested to provide public safety and security during disasters and emergencies. ESF #13 provides guidance on the integration of resources to support incident management functions.

INCIDENT MANAGEMENT ACTIONS

It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.

When a major emergency or disaster occurs, management shall use the following general checklist as a basis for managing disaster operations:

- Establish Incident Command and deploy the Issaquah IMT.
- Integrate department operations with the IMT.
- Account for personnel.
- Assess damages to facilities and resources.
- Assess personnel and resources available.
- Assess problems and needs.
- Report the situation, damages, and capabilities to the IMT.
- .
- Carry out department responsibilities and assigned tasks.
- Continue assessment of and report to the IMT regarding resources, needs, damages, actions etc.
- Keep detailed and accurate records, document actions, costs, situations, etc.

NOTIFICATION AND ASSESSMENT

Federal, State, local, tribal, private sector, and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. The established communication channel for receiving and disseminating threat and operational information for hazards, disasters, and emergencies for the City of Issaquah is through the King County Office of Emergency Management to the Washington State Emergency Operations Center (SEOC).

Suspicious activity, terrorist threats, and actual incidents with a potential or actual terrorist nexus are to be reported immediately to the regional Joint Terrorism Task Force (JTTF) in Seattle. If the FBI deems the threat credible, it is reported to the Homeland Security Operations Center (HSOC) and the National Counterterrorism Center (NCTC). Additionally, actual incidents, regardless of whether or not there is a terrorist nexus, are reported immediately to the HSOC by appropriate governmental and nongovernmental entities.

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ACTIVATION

It is the policy of the City to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families. In the event of a widespread disaster that necessitates the activation of the IMT, the following procedures shall be followed:

- During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department standard operating procedures (SOPs).
- During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in this CEMP.
- Directors from each department will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.

The Mayor, City Administrator, Deputy City Administrator, Director of Emergency Management, Police Chief and other Department Directors or designees may deploy the IMT. Additionally, the IMT may be deployed at the request of an outside agency such as Eastside Fire and Rescue or other governmental entity to support their operations. All or part of the IMT may be activated during an emergency or disaster.

The City's primary EOC is located at the City of Issaquah Public Works Operations Center. City Hall and Community Hall may serve as an alternate EOC locations.

REQUESTS FOR ASSISTANCE

When a major emergency or disaster occurs, departments will dedicate personnel to staff the IMT, assess damages and determine needs. If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid agreements or through the King County ECC. In the event of a Proclamation of a Local Emergency, the deployment of resources will be coordinated through the IMT. Resources to support the IMT may be placed at staging areas until specific assignment can be made.

PRE-INCIDENT ACTIONS (PREPAREDNESS AND MITIGATION)

Public Health and Safety:

Initial safety efforts focus on actions to detect, prevent, or reduce the impact to public health and safety. Such actions can include environmental analysis, plume modeling, evacuations, emergency sheltering, air monitoring, decontamination, emerging infectious disease tracking, emergency broadcasts, etc. These efforts may also include public health education; site and public health surveillance and testing procedures; and immunizations, prophylaxis, and isolation or quarantine for biological threats coordinated by Health and Human Services (HHS) and State and local public health officials.

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Responder Health and Safety:

The safety and health of responders is a priority. Actions essential to limit risks include full integration of deployed health and safety assets and expertise; risk assessments based upon timely and accurate data; and situational awareness that considers responder and recovery worker safety. A comprehensive location and/or operational response safety and health plan is key to mitigating the hazards faced by responders. These efforts include incident hazard identification and characterization; implementation and monitoring of personal protective equipment selection, use, and decontamination; exposure sampling and analysis; worker health and safety risk analysis; health and safety monitoring; and development/ongoing evolution of the site-specific safety and health plan.

Property and the Environment:

Responders may also take incident mitigation actions to protect public and private property and the environment. Such actions may include sandbagging in anticipation of a flood, or booming of environmentally sensitive areas in response to an oil spill.

Specific Preparation and Mitigation Activities Include:

- Establish policies and procedures for department chain of command and succession of authority
- Designate primary and alternate locations from which to establish direction and control of department activities during an emergency or disaster
- Identify and obtain necessary equipment and supplies, which may be needed to manage department activities
- Identify the information needed to manage department activities including how it will be gathered, stored, and accessed
- Encourage the development of response teams within departments
- Establish procedures to ensure the ability to activate personnel on a 24-hour basis
- Make staff available for appropriate training and emergency assignments, such as IMT activities, damage assessment, and liaisons with other agencies and organizations. All costs for these activities shall be the responsibility of the respective department
- Maintain an updated inventory of key department personnel, facilities, and equipment resources

RESPONSE ACTIVITIES

Once an incident occurs, the priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, the environment, and the social, economic, and political structure of the community. In the context of a terrorist threat, simultaneous activities are initiated to assess regional and national-level impacts, as well as to assess and take appropriate action to prevent and protect against other potential threats.

During the event, the Director of each department shall:

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- Assess the impact of the event on department personnel, facilities, equipment, and capabilities.
- Send assigned staff to the IMT and make all department resources available to the IMT to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.
- Keep complete records of costs, expenditures, overtime, repairs, and other disaster-related expenditures.

Response actions include law enforcement, fire, ambulance, and emergency medical service actions; emergency flood fighting; evacuations; transportation system detours; and emergency public information. Response also includes actions taken to minimize additional damage; urban search and rescue; the establishment of facilities for mass care; the provision of public health and medical services, food, ice, water, and other emergency essentials; debris clearance; the emergency restoration of critical infrastructure; control, containment, and removal of environmental contamination; and protection of responder health and safety.

During the response to a terrorist event, law enforcement actions to collect and preserve evidence and to apprehend perpetrators are critical. These actions take place simultaneously with response operations necessary to save lives and protect property, and are closely coordinated with the law enforcement effort to facilitate the collection of evidence without impacting ongoing life-saving operations.

In the context of a single incident, once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation.

RECOVERY ACTIVITIES

Recovery involves actions needed to help individuals and communities return to normal when feasible. The Joint Field Office (JFO) is the central coordination point among Federal, State, local, and tribal agencies and voluntary organizations for delivering recovery assistance programs.

All response and recovery activities are detailed in SOPs, and appropriate State and Federal recovery guidelines. The Incident Command System guides the process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information. Following an event, each City Department Director, at the direction of the incident commander, shall:

- Continue to report any observed damage and assess community needs
- Prioritize recovery projects and assign functions accordingly
- Coordinate recovery efforts and logistical needs with supporting agencies and organizations
- Prepare documentation of the event, including the event log, cost analysis, and estimated recovery costs
- Assist in establishing disaster assistance offices to aid private businesses and citizens with individual recovery

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- Assess special community needs and provide information and assistance, as deemed appropriate

MITIGATION ACTIVITIES

Hazard mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects.

Mitigation strategies are based on the hazards listed in the City of Issaquah annex to the RHMP and data gathered following disaster declarations, as well as input from various county agencies, the private sector and the public.

DEMOBILIZATION

When the IC determines that activation of the IMT is no longer required, he/she will disseminate Instructions for demobilization at the conclusion of an event.

ROLES AND RESPONSIBILITIES

This CEMP identifies responsibilities of City departments, County, State and Federal agencies, and other private organizations.

Emergency Support Functions (ESFs) establish mitigation, preparedness, response, and recovery activities. There is either one department or agency or joint departments or agencies, with primary responsibility for each ESF. Other agencies and/or organizations may have ESF support roles. ESFs numbered 1 – 15, and 20 correspond to the Washington State Comprehensive Emergency Management Plan and the National Response Framework numbering system. ESFs 16 – 19 are reserved for future ESFs.

AGENCIES WITH EMERGENCY SUPPORT FUNCTION RESPONSIBILITIES

City Departments including Eastside Fire and Rescue

City of Issaquah Executive Department, Office of the Mayor

City of Issaquah City Council

City of Issaquah Office of Emergency Management

City of Issaquah Parks and Recreation Department (includes Facilities Maintenance)

City of Issaquah Finance Department (includes Risk Management Function)

City of Issaquah City Attorney (Contract Attorney-not a City Department)

City of Issaquah Police Department

Eastside Fire and Rescue

City of Issaquah Public Works Engineering Department

City of Issaquah Public Works Operations Department

City of Issaquah Development Services Department

City of Issaquah Office of Information Technology

City of Issaquah Office of Human Resources

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All City of Issaquah Departments

Local Agencies

Issaquah School District

Northeast King County Regional Public Safety Communications (NORCOM)

Sammamish Plateau Water

Cascade Water Alliance

King County Agencies

King County Office of Emergency Management

King County Sheriff's Office

King County Metro Transit

King County E911 Communications Center

Public Health - Seattle & King County

Washington State Agencies

Washington State Patrol

Washington State Military Department, Emergency Management Division

Washington State Department of Agriculture

Washington State Department of Transportation

Washington State Department of Ecology

Washington State Department of Health

Washington State Department of Labor and Industries

Washington State Department of Corrections

Washington State Department of Natural Resources

Washington State National Guard

United States Federal Agencies

Federal Emergency Management Agency

Department of Defense

United States Forest Service

United States Environmental Protection Agency

Federal Bureau of Investigation

United States Department of Agriculture

United States Coast Guard

Non-Governmental Agencies

American Red Cross

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The Salvation Army
Puget Sound Energy
Williams Pipeline Company
Water Association
Issaquah Communications Support Team
Issaquah Citizen Corps
Local Media EAS Participant KIRO 710 AM and 97.3 FM
Northwest Healthcare Response Network (NWHRN)
Hospitals and Other Medical Providers and Facilities
Qwest
AT&T

LIMITATIONS

The following are basic responsibilities for emergency management operations provided by the City of Issaquah. Detailed responsibilities and essential activities are found in the appropriate Emergency Support Functions (ESFs) and Annexes to this plan. Department level operating procedures detail how individual departments perform their responsibilities (not included in this plan).

It is the policy of the City of Issaquah that no guarantee of a perfect response system is implied by or should be inferred from this plan. As City assets and systems may be overwhelmed, the City can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time.

GENERAL RESPONSIBILITIES OF ISSAQUAH DEPARTMENTS AND EASTSIDE FIRE AND RESCUE

- Operate under and support the Issaquah Incident Management Team and the Incident Command System during emergencies or disasters.
- Ensure that employee work areas are safe, clear of equipment and supplies that may compromise ingress and egress routes.
- Participate in emergency management training, drills, and exercises to test City plans and procedures.
- Train department employees on emergency and disaster plans and procedures to ensure operational capabilities to facilitate an effective response. This includes NIMS-mandated training for all employees, supervisors, managers, and administrators who have a response or incident management role.
- Develop procedures to reestablish department operations, including notification of critical personnel, assessment of damage and resource, identification of critical department functions, and estimated time to open for business.

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- Provide department resources (supplies, equipment, services and personnel), as required by the IMT
- Develop procedures to document all costs associated with disaster response and recovery operations
- Develop continuity of operations plans (COOP) to ensure their scope of responsibility continues after an emergency or disaster.
- Provide adequate staff for the Incident Management Team.

**SPECIFIC RESPONSIBILITIES OF ISSAQUAH DEPARTMENTS AND EASTSIDE
FIRE AND RESCUE**

City of Issaquah Executive Department, Office of the Mayor:

The Mayor is responsible for implementing Citywide policy and approving emergency budgetary requests as they pertain to emergency preparedness, mitigation, response, and recovery. Specifically, the Mayor should:

- Issue a Proclamation of a Local Emergency, if appropriate, in accordance with RCW 38.52.070 which authorizes expenditures necessary to meet emergency needs without further notice or hearing; (authorizes activation of local disaster plan; authorizes local resources to be used to the fullest extent possible; and includes a description of what has happened. (See Attachment D, Example of Emergency Proclamation)
- Preserve the continuity of the executive branch of government.
- Provide for the implementation of plans, including drills and exercise, for the preparedness of persons and property within the City in the event of an emergency or disaster.
- Maintain communications with the Incident Commander and/or Director of Emergency Management or designee during an emergency or disaster.
- Provide visible leadership to the community.
- Host and accompany VIP's and governmental officials on tours of the emergency/disaster area.
- Provide representatives to serve as the Communication Coordinator as requested.

City of Issaquah City Council:

- The Council is responsible for promulgating citywide policy and reviewing/approving budgetary requests as they pertain to emergency preparedness, mitigation, response, and especially recovery.
- Adopt and enact ordinances and resolutions and appropriate revenue to meet emergency needs before, during, and after an emergency or disaster.
- Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment.
- Upon request of the Mayor or the Incident Commander, host and accompany VIPs and governmental officials on tours of the emergency or disaster area.

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- For the duration of an event, maintain liaison with the Mayor.

City of Issaquah Office of Emergency Management:

Specifically, the Director of Emergency Management or Emergency Management Coordinator:

- Ensure emergency preparedness, mitigation, response, and recovery activities are carried out within the City.
- Develop plans necessary for utilization of local resources in disasters.
- Ensure training programs and emergency operations drills are carried out within the City.
- Coordinate with local, State, Federal, private, and volunteer organizations before, during, and after an incident.
- Establish and maintain communications with the elected officials, the City's Communications Coordinator, various outside agencies, and the IMT.
- Advise the King County Office of Emergency Management (KCOEM) when the local IMT has been activated.
- To the extent possible provide initial warning of impending disaster to public officials and local emergency response departments, and ensure adequate instruction to the general public before, during and after emergencies and minimize rumors.
- Ensure a disaster mission number is obtained from the King County Office of Emergency Management (KCOEM) or Washington State Emergency Operations Center (SEOC).
- Coordinate the Citywide recovery.
- Keep the City Council and Mayor advised of the status of the emergency event and response operations.
- Provide for registration of volunteers.
- Develop policies and procedures to acquire supplies and services during an emergency or disaster.
- Ensure a list of all vendors used or that may potentially be used is maintained by the City.
- Develop policies and procedures to ensure an effective communications system, in conjunction with the Communications Coordinator and the Office of Information Technology.
- Prepare After Action Reports (AAR).

City of Issaquah Incident Management Team:

- Direct response and recovery activities.
- Assess the incident situation, work in progress, resources, and estimate incident duration.

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- Establish command structure and implement the National Incident Management System (NIMS), as appropriate.
- Establish immediate priorities.
- Establish an incident clock and ensure planning meetings and briefings are scheduled and conducted with the Mayor, City Administrative staff and IMT personnel.
- Approve all public messaging, including media releases.
- Develop and implement an Incident Action Plan (IAP).
- Provide interviews to the media, as arranged by the Public Information Officer, if needed
- Ensure disaster-related expenditures are made in accordance with applicable laws, regulations and accounting procedures.
- Approve plan for demobilization of resources.
- Serve as the point of contact for agency representatives from assisting organizations and agencies outside of City government.

City of Issaquah Parks and Recreation Department

- Ensure mass care services are provided for the affected populations within Issaquah City boundaries.
- Assist the American Red Cross or other non-governmental organizations (NGOs) in shelter activities, to include feeding and sheltering individuals before, during or after a disaster.
- Activate and staff general population and pet shelters and feeding facilities before, during or after a disaster.
- Time permitting and resources allowing, trained personnel may provide:
 - Preliminary damage assessment of City-owned buildings and facilities.
 - Damage assessment for other publicly used buildings and facilities.
 - Assist other Departments as needed before, during or after a disaster.
 - Conducts specified activities at the direction of the IMT during or after a disaster.

City of Issaquah Finance Department:

- Process emergency invoices as a priority during an emergency.
- Advise City officials on financial matters and prepare Agenda Bills requesting funding to support emergency operations as needed.
- Supervise and maintain the financial systems and records of the City.
- Establish all necessary special accounts for the receipt of donations and cost reimbursements filed under local, State, and Federal laws.

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- Assist in identifying sources of disaster funds if department budgets are exceeded.
- Assume responsibility for or, as directed, assist with all financial, cost analysis, and cost recovery aspects of the disaster.

City of Issaquah Finance Department, Risk Management Officer:

- Process and monitor the compensation for injury and claims process arising from the disaster.
- Review and expedite contracts for emergency work and procurement.

City of Issaquah City Attorney (Contractor to the City):

- Provide legal advice to elected officials, the Mayor, the Director of Emergency Management, the IMT, and City departments, as it pertains to emergency response or disaster recovery.
- Provide legal review of emergency plans and supporting documents to ensure compliance with local, Washington State, and Federal laws.
- Prepare a Proclamation of a Local Emergency, if appropriate.

City of Issaquah Executive Department / Communications Coordinator

- Provide internal and external information regarding City related activities before, during and after an emergency event, using a variety of tools, including the City's Web site, TV station, radio station, phone lines, EAS, phone banks and the media, among other tools.
- Coordinate internal messaging.
- Coordinate and manage the Citizen Emergency Phone Bank.
- Ensure appropriate staff (telephone operators, radio operators, and runners) are present to effectively manage a Joint Information Center (JIC).
- Maintain a message and work log.

City of Issaquah Police Department:

- Maintain law and order and provide physical security in and around the affected area within the City.
- Provide a representative to serve as the Public Information Officer, if requested.
- Provide dispatch services for Issaquah and Snoqualmie police.
- Integrate with the IMT for police field operations.
- Participate in initial citywide damage assessment, as resources allow.
- Provide emergency traffic and crowd control.
- Provide direction and control for evacuation efforts.
- Provide support to the King County Medical Examiner's Office, if requested and as resources allow.

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- Provide support to the IMT and the Communications Coordinator in the dissemination of emergency warning information to the public.
- Assist other law enforcement agencies, including the King County Sheriff's Office, as required per the King County Law Enforcement Mutual Aid Agreement.

Eastside Fire and Rescue

- Assist the City in developing emergency and evacuation plans.
- Document disaster-related activities and costs associated with the City.
- Provide/coordinate emergency medical services with transportation to medical facilities.
- Provide fire suppression and control.
- Provide assistance for search and rescue operations, if requested and as resources allow.
- Provide light and limited heavy and technical rescue, if requested and as resources allow. Coordinate with outside agencies, as deemed appropriate.
- Assist the King County Medical Examiner's Office, if requested and as resources allow.
- Provide initial hazardous materials incident response. Coordinate with outside agencies, as deemed appropriate.
- Provide support to the City in citywide structural damage assessment, traffic control, emergency warnings, road closure, and protection of property, if requested and as resources allow.
- Support evacuation efforts, as appropriate.
- Provide support to the City's Communications Coordinator in the dissemination of emergency warning information to the public.

City of Issaquah Public Works Engineering Department:

- Provide damage assessment on public infrastructure and recommend emergency protective measures.
- Coordinate inspection of bridges.
- Design emergency and permanent repairs for water, wastewater, streets, bridges and surface water infrastructure.
- Provide expertise and recommendation for reconstruction, demolition and mitigation during recovery period.
- Provide assessment of transportation routes and identify alternate routes.
- Develop plans and recommendations for effective motor vehicle and pedestrian traffic flow and safety during, and after a disaster.

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City of Issaquah Office of Sustainability:

- Negotiate and coordinate debris storage and hauling contracts for debris removal operations.
- Coordinate and ensure mass care services are provided for the affected populations within Issaquah City boundaries.

City of Issaquah Development Services Department:

- Provide support to citywide evacuation efforts, as appropriate.
- Coordinate and compile initial damage assessment and safety evaluation of essential citywide facilities.
- Coordinate with PIO to provide information to the community impacted by the emergency/disaster regarding direction and assistance directly related to rebuilding and recovery efforts.
- Collect and evaluate information about the incident and forward it to the IMT.
- Develop policies, procedures, and permitting process for the rapid rebuilding of the community and resumption of business following the emergency/disaster.
- Coordinate inspections of buildings.
- Enforce City ordinances and Washington State laws regulating construction during new or reconstruction efforts prior to and after an emergency or disaster.
- Work with Public Health - Seattle & King County to identify and address public health issues caused by the disaster.
- Provide support to the Public Works Operations and Engineering Departments during recovery efforts.
- Provide support to Eastside Fire and Rescue in the safety evaluation of structures during rescue operations.
- Assist and advise the public with relevant recovery activities, including land use and zoning information, and permit assistance.
- Issue land use permits and collaborate with other City departments in the recovery and rebuilding of properties in the City of Issaquah.
- Suggest special provisions regarding fees and paperwork submission for emergency and disaster repairs.

City of Issaquah Public Works Operations Department:

- Provide support to citywide evacuation planning and assist in evacuation efforts, as appropriate.

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- Install, maintain, and operate all parking and traffic control devices and assist with access and traffic control measures.
- Provide temporary thoroughfares and bridges for emergency vehicles.
- Coordinate emergency debris removal with Public Works Engineering and the Office of Sustainability.
- Develop policies and SOPs for providing and maintaining the sanitary sewer system, stormwater drainage system, wastewater lift stations, and a safe and continuous potable water supply.
- Coordinate with private utilities for the restoration of critical and essential facilities and services.
- Assist Eastside Fire and Rescue with rescue operations, if requested and as resources and training allow.
- Provide damage assessment and emergency repairs for city-owned vehicles and equipment.
- Coordinate fuel-dispensing services for emergency equipment and vehicles.

City of Issaquah Economic Development Department:

- Work closely with Development Services and other departments to facilitate post disaster recovery and redevelopment.

City of Issaquah Office of Information Technology :

- Provide City departments with guidance and direction for the protection of computer hardware, software, data, and telephone systems.
- Provide telecommunications (telephones, faxes, cellular phones, and radios) and computer support to the IMT and other City departments.
- Provide liaison for coordination with telephone service providers and King County (INet) for the re-establishment of telephone and internet service to the City government.

City of Issaquah Human Resources:

- Develop and initiate plans for employee support during disaster activities.
- Work with the Risk Management Officer to process and monitor the compensation for injury and claims process arising from the disaster.

City of Issaquah Executive Department, Office of City Clerk:

- Provide information and direction to departments on requirements for the identification and preservation of essential records.
- Maintain official records of the Director of Emergency Management and elected officials' actions and proceedings.
- File, maintain, and store all incident documents for the official history of the emergency or disaster.

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- Support the Public Information Officer in communications.

City of Issaquah Municipal Court:

- Provide for continuity of the Issaquah Municipal Court operations, as feasible.
- Continue to operate the Issaquah Municipal Court as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.
- Develop plans and procedures to relocate the Courtroom to continue minimum required court operations should that are necessary during a disaster.
- Document emergency-related activities and costs.
- Report to the EOC any damage of Court facilities, equipment, or resources.
- Support response and recovery activities, as appropriate.

All City of Issaquah Staff:

- Develop an individual and family plan for use during an event.
- Be prepared to respond, as needed, whether given a pre-designated assignment or not.
- Respond to a designated area with proper clothing and equipment, as directed.
- Be prepared to assist in traffic control, evacuation, triage activities, shelter activities, or other duties as assigned.

All City of Issaquah Department Directors:

- Provide policy recommendations to the Mayor and/or Director of Emergency Management before, during and after an emergency or disaster.
- Work with the Finance Director to document all expenses.
- Assist the City Clerk in identification and preservation of essential department records.
- Assist in the development, maintenance and implementation of the CEMP.
- Develop and maintain policies and SOPs for the department's disaster responsibilities.
- Document emergency-related activities and costs.
- Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
- Provide staff for IMT.

RESPONSIBILITIES OF LOCAL AGENCIES

Issaquah School District

- Provide public shelters through agreements with the American Red Cross.
- Provide buses for transportation and evacuation, if requested and as resources allow.
- Provide school situation reports to the IMT.

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- Provide damage assessment reports to the IMT from field observations of bus drivers and other personnel, if requested and as resources allow.
- Provide a representative to the IMT, if requested and as resources allow.

NORCOM (North East King County Regional Public Safety Communications Agency)

- Function as a countywide E911 Public Safety Answering Point (PSAP).
- Provide efficient communications and dispatch services to law enforcement and other agencies.
- Provide citizen access and 24-hour answering of emergencies through the E9-1-1 reporting system for the safety of life and protection of property.
- Provide direct access via the E9-1-1 emergency number for the speech and hearing impaired, using the teletype (TTY) for the deaf and those with hearing impairments.
- Provide auxiliary communication support to government agencies.
- Serve as net control for the calling frequency.
- Define and assign frequencies to be utilized for specific purposes.
- Activate the Emergency Alert System (EAS) when requested (back-up for the King County E911 Communications Center).

Sammamish Plateau Water (SPW)

- Maintain, restore service and repair all SPW water and sewer infrastructure that provides service to residents and businesses in the City of Issaquah.
- Communicate service disruptions or potential service disruptions and repairs to the City of Issaquah IMT, and maintain communication with the City regarding their water and sewer infrastructure in the City.
- Determine the safety of the water supplies supplied by the Sammamish Plateau Water to City residents and businesses following any event that could contaminate the supplies.
- Work with the City Public Information Officer to inform the public of possible hazards, if the water supply is not potable.
- Work with the City of Issaquah IMT to procure adequate water resources, if the water supply is not potable.

Cascade Water Alliance

- Determine the safety of the water supplies supplied by the Cascade Water Alliance to City residents and businesses following any event that could contaminate the supplies.
- Work with the City Public Information Officer to inform the public of possible hazards, if the water supply is not potable.
- Work with the City of Issaquah IMT to procure adequate water resources, if the water supply is not potable.

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- Maintain, restore, service and repair all water infrastructure that provides service to residents and businesses in the City of Issaquah.
- Communicate service disruptions or potential service disruptions and repairs to the City of Issaquah IMT and maintain communication with the City regarding water infrastructure in the City.

RESPONSIBILITIES OF KING COUNTY AGENCIES

King County Office of Emergency Management

- Coordinate emergency activities of local agencies in preparing for and responding to an emergency or disaster.
- Provide communications coordination for response agencies during a disaster, if requested and as needed.
- Act as the sole contact point for requesting disaster assistance from other governmental agencies, except mutual aid.
- Prepare and coordinate Preliminary Damage Assessments and analysis reports, as required.
- Coordinate with the City in warning the public of an impending emergency or disaster and provide adequate instructions before, during, and after an emergency or disaster.
- Provide public information and education as it pertains to disaster preparedness and response.
- Coordinate the use of regional resources.

King County Sheriff's Office

- Provide assistance for crime prevention and detection programs and the apprehension of criminals, if requested and as resources allow.
- Provide assistance for crowd and traffic control, emergency first aid, and safety programs, if requested and as resources allow.
- Provide for search and rescue operations, if requested and as resources allow.

King County Metro and Sound Transit

- For incidents confined to the City's jurisdiction, Metro and Sound Transit will coordinate directly with the IMT. In multi-jurisdictional incidents, Metro and Sound Transit coordination will be through the King County ECC.
- Coordinate public transportation resources, if requested.
- Advise on public transportation issues.
- Assist as needed if requested, and as resources are available, for transportation of persons in the community during evacuations, and for relocation of evacuees back after an evacuation event.

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King County E911 Center

- Function as the King County E911 Public Safety Answering Point (PSAP).
- Act as the back-up Public Safety Answering Point (PSAP) for the Issaquah Police Department.
- Provide efficient communications and dispatch services to law enforcement, fire, EMS, and other agencies.
- Provide citizen access and 24-hour answering of emergencies through the E9-1-1 reporting system for the safety of life and protection of property.
- Provide direct access via the E9-1-1 emergency number for the speech and hearing impaired, using the teletype (TTY) for the deaf and those with hearing impairments.
- Serve as the initial communications, alert, and warning point for the King County Office of Emergency Management.
- Activate the Emergency Alert System (EAS) when requested.

Public Health - Seattle & King County

- Provide or coordinate health and environmental health services and activities.
- Coordinate public information programs dealing with personal health and hygiene such as disease control operations and sanitation activities.
- Identify and coordinate activation of additional mental health professionals, as deemed necessary.
- Organize and mobilize public health services during an emergency or disaster.
- Conduct detection and identification of possible sources of contamination dangerous to the general public health of the community.
- Conduct surveillance, identification and control of communicable disease.
- Coordinate preventive medical and health services.
- Set up alternate care facilities to assist with medical surge or evacuating health care facilities.
- Provide representation at the King County ECC for coordination of public health services.
- Inoculate individuals if deemed necessary due to a threat of disease, if appropriate.
- Coordinate medical, behavioral health and environmental health services at mass care facilities.
- Coordinate and provide emergency mortuary services.
- Provide coordination with other agencies and State and Federal authorities regarding emergency mortuary activities.
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RESPONSIBILITIES OF WASHINGTON STATE AGENCIES

Washington State Patrol

- Coordinate Washington State and Federal response for transportation assistance, if requested by local government.
- Act as the designated Incident Command for hazardous materials incidents on SR 900 and I-90.
- Assist the City of King County Sheriff's Office, the Issaquah Police Department and other city police departments in law enforcement operations.
- Coordinate and maintain liaison with the appropriate State departments, as identified in the Washington State Comprehensive Emergency Management Plan, Emergency Support Function 13, Public Safety and Security.
- Coordinate assistance to local government for fire activities and mobilization resources per the provisions of the Washington State Fire Services Resource Mobilization Plan.
- Assist in warning and communication support.

Washington State Emergency Operations Center (SEOC)

- Coordinate Washington State and Federal response for transportation assistance, if requested by local government.
- Throughout the emergency, public information staff from the Washington State EOC (SEOC) will work with the Governor's press secretary to develop and disseminate information regarding the emergency and Washington State response efforts. SEOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
- Coordinate with local and Federal agencies on the release of emergency information and instructions.
- Appropriate Washington State agencies will provide engineering services primarily to lands and facilities under its jurisdiction and lend support to local government, if requested and as circumstances allow. Supplemental assistance may be requested through local and State emergency management channels.
- Coordinate SEOC activation and call-out of essential representatives and issue warnings to the public.
- Coordinate statewide roads, facility, and infrastructure recovery efforts.
- Coordinate assistance to local government for all emergency management activities and mobilization resources as needed and as available.
- Coordinate Washington State and Federal response for resources, if requested by local government.
- Coordinate requested supplemental emergency medical and logistics support as requested by the King County Office of Emergency Management.

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- In conjunction with the Department of Health, coordinate supplemental assistance to support local mortuary services.
- Provide for the coordination of State and local SAR resources.
- Facilitate Emergency Management Assistance Compact (EMAC) operations as required.
- Coordinate and maintain the Washington State Mutual Intrastate Mutual Aid System (WAMAS) as requested and required.
- Request Federal urban search and rescue assistance.
- Maintain 24-hour capability to receive notification of incidents and requests for assistance and initial notification to local, State, and Federal response agencies.
- Coordinate and update lists of local, State, and Federal resources.
- Coordinate the procurement of State resources for use by the Incident Commander or as requested by DEM or other designated local or State response agencies.
- Request the assistance of State agencies and private organizations having emergency mass care capabilities when requested by local governments.
- Alert those Washington State and local agencies that have the expertise needed with managing food (Agriculture), water (Department of Health), and donated goods (Department of Enterprise Services).
- Alert appropriate Washington State agencies of the possible requirement to supplement local energy needs.
- Coordinate with the Washington State Utilities and Transportation Commission to provide supplemental assistance to local government.
- Serve as the central point of contact for local government requests for specific Washington State and Federal disaster resources and services.
- Dispatch assessment teams to document or verify public and private damage.
- If “Individual Assistance” is authorized, work with federal and local agencies to establish a local Disaster Recovery Center to assist qualified citizens with filing claims for financial or housing assistance.
- If “Public Assistance” is authorized, dispatch assessors to develop, in coordination with local representatives, Project Worksheets for public damage and response costs.
- Provide technical assistance and advice on recovery and mitigation activities to both citizens and public agencies, as appropriate.
- Coordinate public information and assistance activities with the City of Issaquah and King County PIOs. Keep local authorities informed of assistance provided to local residents, businesses, and public entities.
- Coordinate with local and Federal agencies on the release of emergency information and instructions.

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- Coordinate requests for military support to state and local agencies as appropriate.
- Alert the Governor and Washington National Guard for possible military support requests.

Washington State Department of Agriculture

- Supplement local health agencies in the regulation and inspection of consumable foods at the point of preparation.

Washington State Department of Transportation

- Coordinate with Washington State Patrol to close State and interstate highways.
- Provide damage assessment and other emergency information to the King County Office of Emergency Management for dissemination to King County cities.
- Effect repairs on SR 900 and I-90.
- Provide for air support as needed.

Washington State Department of Ecology

- Provide on-scene coordination, technical information containment, cleanup, disposal and recovery, environmental damage assessment, chemical analysis and evidence collection for enforcement actions for non-radioactive hazardous materials incidents.
- Maintain a list of cleanup contractors, equipment, and technical and scientific personnel for non-radioactive hazardous materials.
- Coordinate damage assessments of moderate and major spills by activating the State Natural Resource Damage Assessment Team, when appropriate.

Washington State Department of Enterprise Services

- Provide overall logistical support of nationally donated goods by managing the State's Logistic Center 72 hours following its activation.

Washington State Department of Health

- Assist local and county agencies as needed in pandemic events and other disasters involving injured citizens.
- Assist local and county agencies as needed in mass fatality events.
- Act as liaison with Federal resources in disasters involving health and mass fatality management.
- Serve as the lead agency in Unified Command for incidents involving radioactive materials.
- Provide technical personnel and equipment for use with radioactive materials.
- Provide technical assistance, sample collection, laboratory analysis, risk assessment and control information relative to incidents involving hazardous materials.
- Provide water purveyors with technical assistance and guidance on restoration and decontamination of public water supply systems.

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Washington State Department of Labor and Industries

- Provide technical assistance and information concerning emergency workers' exposure to hazards, including information on procedures and protective equipment.

Washington State Department of Corrections

- Provides trained minimum-security inmate firefighters to supplement the efforts of the Department of Natural Resources in suppressing and controlling forest fires and provide personnel for other activities.

Washington State Department of Natural Resources

- Coordinates fire suppression efforts and provides resources to control wildland fires in the State on Department of Natural Resources protected lands. The Department of Natural Resources may provide resources for non-Department of Natural Resources protected lands, if available, at reasonable cost.
- Assesses damage as a member of the Federal Incident Response Support Team (FIRST).

Washington State National Guard

- Assist the City of Issaquah if needed with security and evacuation during a major disaster or other emergency as authorized by the Governor of Washington State.
- Provide Guard resources to local agencies, as requested, authorized and available.

RESPONSIBILITIES OF UNITED STATES FEDERAL AGENCIES

Federal Emergency Management Agency

- The Federal Emergency Management Agency provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Disaster Declaration.
- The National Response Framework, ESF 3, Public Works and Engineering, provides for the Federal response and support to assist State and local government. The primary Federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of Federal activation, King County Office of Emergency Management will coordinate with other local, State, and Federal agencies.
- If direct Federal assistance has been authorized by the President under an Emergency or Major Disaster Declaration, FEMA may issue a mission assignment to those Federal agencies possessing the needed expertise or assets, only when it is verified to be beyond the capability of the affected State and local governments.
- Coordinate requests from Washington State for outside labor, equipment, and technical experts.
- Administers fire suppression assistance to the state pursuant to PL 93-288 of the Disaster Relief Act of 1974, Section 417, when a fire destruction threat would constitute a major disaster.

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- Coordinate assistance to local government through the State of Washington for all emergency management activities and mobilization resources as needed and as available.
- Supplement local and State resources following an emergency or disaster, if requested and as resources allow.
- When local, State, and volunteer agencies' capabilities to provide public health services are exceeded, FEMA may assign Federal agencies under mission assignment to supplement State and local public health efforts.
- Coordinate Federal assistance to supplement local emergency mortuary services.
- Task Federal agencies to perform SAR activities if a Presidential Disaster Declaration has been issued.
- Develop and test the National Radiation Emergency Program Plan for radiological emergencies.
- Lead coordination role for Federal offsite planning and response coordination for all types of radiological emergencies.
- Assist in the receipt of donated foods and other goods.
- Coordinate activities of Federal agencies having supplemental energy and utility resource capabilities during a Presidential-declared disaster.
- Dispatch assessment teams to document or verify public and private damage.
- If "Individual Assistance" is authorized, establish a local Disaster Recovery Center to assist qualified citizens with filing claims for financial or housing assistance.
- If "Public Assistance" is authorized, dispatch assessors to develop, in coordination with State and local representatives, develop Project Worksheets for public damage and response costs.
- Provide technical assistance and advice on recovery and mitigation activities to both citizens and public agencies, as appropriate.
- Provides training for fire suppression and hazardous materials control to local fire jurisdictions through the National Fire Academy in Emmitsburg, Maryland.
- Provide security as needed through the Department of Homeland Security.

Department of Defense

- Provide assets for known subjects in time-critical situations.
- Provide labor, equipment, and facilities to support emergency mortuary services if needed.

United States Forest Service

- Acts as the Principal Advisor to the FEMA Regional Director to assist in the administration of the terms of the Federal/State Agreement for Fire Suppression.

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- Provides protection in National Forests and assists in control of fires that threaten to spread from nearby lands into National Forests.

United States Environmental Protection Agency

- Lead coordination role for Federal offsite planning and response coordination for all types of radiological emergencies.

Federal Bureau of Investigation

- Assist local, County, Washington State, and other Federal agencies in criminal investigations, or potential criminal investigations, of missing persons and search and rescue, as needed.
- Assist in victim identification services, if requested.
- Assist local, county, Washington State, and other Federal agencies in other public safety and security issues as needed.

United States Department of Agriculture

- Under guidelines of the Food and Drug Administration, work with State and local governments in establishing public health controls for the proper disposal of contaminated food and drugs.
- Assist in the inspection of donated foods and other goods.

United States Coast Guard

- Direct all SAR operations on or above navigable waters.
- Operate the National Response Center (NRC), which receives reports of incidents and serves as a focal point for notification of government authorities when a pollution incident occurs.
- Provide advice and assistance to users of the system by accessing computer data files that list hazardous substance characteristics.
- Function as the Federal on-scene coordinator for incidents involving coastal (navigable) waters.
- Provide security as needed on coastal waters.

RESPONSIBILITIES OF NON-GOVERNMENT AGENCIES

American Red Cross

- If resources are available, provide disaster victims with food, clothing, shelter, first aid, and other urgent immediate needs.
- Assist in activating mass care facilities and individual assistance programs as the need is identified by the ARC staff or upon request from the Director of Emergency Management or the City of Issaquah IMT.
- Implement detailed damage assessment as identified in ARC procedures and forward the information to the King County Office of Emergency Management.

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- Assess equipment and training needs.
- Provide liaison to the King County EOC.
- Provide health and welfare inquiry services.

The Salvation Army

- If resources are available, provide disaster victims with food, clothing, shelter, first aid, and other urgent immediate needs.

Puget Sound Energy

- Provide damage assessment and repair services in a timely manner.
- Summarize assessed damage; provide overall event scope and projected restoration timeline(s) to the King County ECC and Issaquah IMT, as requested.
- Coordinate as needed with the City's Office of Emergency Management regarding emergency preparedness, response and long-term recovery for damaged electric or gas (energy delivery system) components in an emergency event such as an earthquake or terrorist act.

Williams Pipeline Company

- Coordinate as needed with the City's Office of Emergency Management regarding emergency preparedness, response and long-term recovery for damaged/ruptured gas pipelines in an emergency event such as an earthquake or terrorist act.
- Summarize assessed damage; provide overall event scope and projected restoration timeline(s) to the King County ECC and Issaquah IMT, as requested.

Issaquah Communications Support Team (ICST)

- Provide disaster communications support as needed.
- Provided personnel to staff other communications functions as needed.
- Coordinate amateur with other communications systems to form an effective disaster network.

Issaquah Citizen Corps

- Assist the City's Emergency Management Division in the education of citizens in emergency response.
- The Issaquah Community Emergency Response Teams (CERT) will be used in disaster events, and should be prepared to assist the City of Issaquah and other agencies before, during and after a disaster.
- Assist the City of Issaquah Parks Department and the American Red Cross in setting up, staffing and managing shelters as requested by the IMT.

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Local Media/ National Weather Service and Emergency Alert System (EAS)

- Broadcast messages to the public with critical alert information about an emergency or disaster as required by the Federal Communications Commission (FCC). This includes EAS messaging.

Northwest Healthcare Response Network (NWHRN)

- Coordinate and support healthcare response and recovery.
- Collect, analyze and disseminate healthcare data, information and intelligence to healthcare partners, Public Health Seattle and King County, emergency management agencies, and other stakeholders.
- Partner with healthcare organizations to rapidly restore and sustain the healthcare supply chain.
- Maintain the Washington System for Tracking Resources, Alerts, and Communication (WATrac) for resource tracking, incident management, situational awareness and patient tracking.
- Coordinate healthcare resource support – medical and non-medical.
- Represent healthcare providers in ESF-8 and the Public Health Seattle and King County Health and Medical Area Command (HMAC).

Hospitals and Other Medical Facilities within the City of Issaquah

- Maintain procedures and protocols for reducing patient population for events that may require evacuation, and procedures for continuing medical care for those that cannot be evacuated.
- Provide damage assessment of medical facilities and capabilities to the City of Issaquah IMT.

Century Link

- Provide phone and other voice/data communications for the City government and community.
- Provide damage assessment of communication infrastructure and capabilities to the City of Issaquah IMT
- Provide immediate and long-term repair of communication infrastructure for the City and community.

AT&T

- Provide phone, wireless and other voice/data communications for the City government and community.
- Provide damage assessment of communication infrastructure and capabilities to the City of Issaquah IMT.
- Provide immediate and long-term repair of communication infrastructure for the City and community.

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Verizon

- Provide voice/data communications for the City government and community.
- Provide damage assessment of communication infrastructure and capabilities to the City of Issaquah IMT.
- Provide immediate and long-term repair of communication infrastructure for the City and community.

Comcast (Xfinity)

- Provide voice/data communications for the City government and community.
- Provide damage assessment of communication infrastructure and capabilities to the City of Issaquah IMT.
- Provide immediate and long-term repair of communication infrastructure for the City and community.

RESPONSIBILITIES OF COMMUNITY RESIDENTS

- Because of the nature of an emergency or disaster, government may be limited in its response capabilities.
- It is the policy of the City that citizens are encouraged to be self-sufficient for at least seven (7) days should an emergency or disaster occur. Go to Ready.gov for more information.

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ONGOING PLAN MANAGEMENT AND MAINTENANCE

COORDINATION

Ongoing plan management and maintenance requires preparedness coordination. The City of Issaquah will endeavor to coordinate with all agencies that have a role in incident management for the development and execution of policy, planning, training, equipping and other preparedness activities.

PLAN MAINTENANCE

The Director of Emergency Management or designate will ensure that exercises of this plan are conducted on an ongoing, annual basis.

This plan will be updated every five years (at a minimum). The revised plan will be submitted to the Washington State Emergency Operations Center (SEOC) for review prior to formal adoption.

REFERENCES

City of Issaquah Ordinance 1841 § 1, 1989, Emergency Management Plan

City of Issaquah Emergency Operations Center Manual

City of Issaquah Annex to the RHMP

King County Comprehensive Emergency Management Plan

RCW 35.33.081, Emergency Expenditures - Non-Debatable Emergencies

RCW 35.33.101, Emergency Warrants

RCW 38.52, Emergency Management

RCW 38.56, Washington State Intrastate Mutual Aid System

RCW 39.34, Interlocal Cooperation Act

RCW 43.43, Washington State Patrol - State Fire Services and Law Enforcement Mobilization

RCW 49.60.400, Discrimination, Preferential Treatment Prohibited

WAC 118-04, Emergency Worker Program

WAC 118-30, Local Emergency Management/Services Organizations, Plans and Programs

WAC 296-62, General Occupational Health Standards

Washington State Comprehensive Emergency Management Plan

Public Law 93-288, Disaster Relief Act of 1974, as amended by PL 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act

Public Law 96-342, Improved Civil Defense Act of 1980, as amended.

Public Law 99-499, Superfund Amendments & Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know

Title 44, CFR, Section 205.16 – Nondiscrimination

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National Response Framework

National Incident Management System

ATTACHMENTS

None

APPENDICES TO THE BASIC PLAN

Appendix 1: Definitions

Appendix 2: Acronyms

Appendix 3: Authorities and References

Appendix 4: Training, Drills and Exercises

Appendix 5: Distribution List

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APPENDIX 1: DEFINITIONS

Name	Description
Absorption	The passing of a substance into the circulatory system of the body.
A Centralized Computer Enforcement Service System	(ACCESS) Statewide law enforcement data network controlled and administered by the Washington State Patrol. This network provides the capability to send warning and notification of emergencies from state to local jurisdictions. Transmission line for sending NOAA National Weather Service information.
Access Control Point	Road or highway control point staffed primarily by State or County law enforcement, augmented as necessary by the National Guard and/or designated response agencies to facilitate the exit from and deny the entry of unauthorized personnel into an area of risk. Access control is an enforcement function involving the deployment of vehicles, barricades, or other devices around the perimeter of the risk area, to deny access into the area.
Acute Exposure	An exposure to a toxic substance that occurs in a short or single time period.
Administration and Finance Chief	In an incident, responsible for communications flow, record keeping, and financial support.
Advanced Life Support	(ALS) ALS generally refers to services by a paramedic considered "advanced", such as cardiac monitoring, endotracheal intubation, intravenous therapy, and select trauma surgical procedures.
After Action Report	(AAR) A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.
Agency for Toxic Substances and Disease Registry	(ATSDR) Maintains the Hazardous Substances Emergency Events Surveillance (HSEES) system, a database of reports of hazardous substances releases from fixed facilities and during transportation and determines public health issues from hazardous substances.
Air Force Rescue Coordination Center (AFRCC)	The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).

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Name	Description
Air Search and Rescue	ASAR or Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of the Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.
Allocated Resources	Resources dispatched to an incident that have not yet checked in with the Incident Communications Center.
Alternate Facility	An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.
Amateur Radio Emergency Service	(ARES) The American Radio Relay League (ARRL) public service arm for providing support primarily to non-government agencies during an emergency/disaster. A primary user of the ARES is the American Red Cross.
AMBER Alert	Abducted Minor Broadcast Emergency Response Alert sent out locally or from the State law enforcement agencies over the EAS system.
American Radio Relay League	(ARRL) Uses ARES as the public service arm for providing support primarily to non-government agencies during an emergency/disaster.
American Red Cross	(ARC) The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies.
Annex	The purpose of an annex is to describe operations for a particular function. It defines the function and shows how activities of various participants in the functional organization are coordinated. The annex is action-oriented. It is written for, and preferably by, the person responsible for controlling resources available to accomplish the objectives of the function in any large-scale emergency. It is a substantial, freestanding plan that is specific to carry out a task. Examples: Fire Mobilization Plan, Hazmat Plan, Pet Care Plan.
Appendices	An appendix contains details, methods, and technical information that are unique to specific hazards identified as being likely to pose a threat of disaster in the community. Appendices should be attached to functional annexes. Appendices are supplementary, helper documents, frequently changing but without specific direction. Examples: non-critical lists such as phone lists or annual lists of events.

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Name	Description
Applicant's Briefing	A meeting conducted by the Governor's Authorized Representative (GAR) for all potential applicants for public assistance grants.
Asphyxiates	Chemicals that starve the cells of an individual from the life-giving oxygen needed to sustain metabolism.
Assigned Resources	Resources checked in and available for assignment.
Base	In Incident Command, location at which the primary logistics functions are coordinated and administered. The Incident Command Post may be located with the Base. There is only one Base per incident.
Base Flood Elevation	(BFE) Elevation of the 100-year flood. Flood that has a one percent probability of being equaled or exceeded in any given year. Also known as the 100-year flood). This elevation is the basis of the insurance and floodplain management requirements of the National Flood Insurance.
Basic Life Support	(BLS) A specific level of pre-hospital medical care provided by trained responders, including emergency medical technicians, in the absence of advanced medical care.
Berm	Small levees, usually built from fill dirt.
Biodegradable	Capable of decomposing quickly through the action of microorganisms.
Biomagnification	The tendency of certain chemicals to become concentrated as they move into and up the food chain.
Branch	That organizational level having functional/geographic responsibility for major segments of incident operations. The Branch level is the organizational level between Section and Division/Group.
Catastrophic Event	An emergency event that renders a department's or jurisdictions primary facility unusable for a sustained period of up to or exceeding 30 days.
Central Nervous System Depressants	Toxicants that deaden the central nervous system, diminishing sensation.
Chronic Exposure	Process by which small amounts of toxic substances are taken into the body over an extended period.
Civil Defense Warning System	(CDWS) FEMA is required to provide Civil Defense warning messages to the public. This is accomplished through the use of NAWAS broadcasts directly to state and local governmental agencies.
Clear Text	The use of plain English in radio communications transmissions. No ten codes or agency-specific codes are used when using clear text.
Code of Federal Regulations	(CFR) The primary volume regarding the Public Assistance Program under FEMA's direction.

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Name	Description
Cold Zone	The fully safe operating area surrounding the warm zone at a hazardous materials site. The Command Post and general staging areas are located in the Cold Zone.
Command	The act of directing, ordering, and /or controlling resources by virtue of explicit legal, agency, or delegated authority.
Command Staff	The Command Staff consists of the Safety Officer, Liaison Officer, and Information Officer, who report directly to the Incident Commander
Communications Unit	Functional unit within the Service Branch of the Logistics Section. Responsible for the incident communications plan, the installation and repair of communications equipment, and operation of the Incident Communications Center. May also refer to a mobile unit used to provide the major part of an Incident Communications Center.
Communications Van	(COM VAN) Vehicle used to contain communications related equipment.
Compensation Claims Unit	Unit within the Finance/Administration Section of Incident Command. Responsible for financial concerns resulting from injuries or fatalities at an incident.
Comprehensive Emergency Management Network	(CEMNET) Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.
Comprehensive Emergency Management Plan	(CEMP) The plan developed by the Division of Emergency Management and participating entities, which addresses the mitigation, preparation, response, and recovery activities associated with emergency/disaster situations.
Comprehensive Environmental Response, Compensation, and Liability Act of 1980	(CERCLA) The Federal statute that authorized "Superfund." Administered by the EPA, the law provides funding for cleanups and emergency response actions for hazardous substances at the worst hazardous waste sites in the U.S.
Contingency staff/team	The personnel of the department or jurisdiction who are designated to report to the alternate facility during COOP implementation to ensure that the department or jurisdiction is able to perform its essential functions.
Continuity of Government	(COG) Measures taken by a government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of the government to continue its minimum essential responsibilities in a catastrophic emergency.

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Name	Description
Continuity of Operations	(COOP) An internal effort within individual components of a government to ensure the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.
COOP Emergency Response Team	The individuals, identified by position, within the state department or local jurisdiction that are responsible for ensuring the essential functions are performed in an emergency, and for taking action to facilitate that performance.
Cooperating Agency	An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (American Red Cross, law enforcement, public works, etc.).
Corrosive	A chemical that destroys or irreversibly alters living tissue by direct chemical action at the site of contact.
Control Staff Instructions.	(COSIN) Master scenario list for training exercises.
Cost Estimating Format	(CEF) A cost estimating methodology used by FEMA to better estimate the cost of large projects.
Cost Share	A sharing of costs between the Federal and State governments when the President declares a disaster or emergency.
Cost Unit	Functional unit within the Finance/Administration Section of Incident Command. Responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.
County Organizations	Private entities that are signatories to the CEMP and have a designated responsibility for carrying provisions out within the CEMP.
Critical Incident Stress Debriefing	(CISD) An organized approach to supporting emergency service personnel and survivors who are involved in emergency operations under conditions of extreme stress. The purpose of the debriefing group is to assist in mitigating long-term emotional trauma.
Critical Customers	Organizations or individuals for which a state department or local jurisdiction performs mission-essential functions.
Damage Assessment	The process of determining the magnitude of damage and the unmet needs of the community as the result of a hazardous event. Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's proclamation of emergency.

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Name	Description
Damage Assessment Unit	(DAU) Unit to coordinate the urgent and detailed damage assessment to help document the magnitude of private and public damages from disasters/emergencies.
Decontamination	The process of removing hazardous substances from the body or equipment.
Delegated Authority	An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.
Duty Officer DEM	Individual on duty who is responsible for coordinating emergency response for the State of Washington Department of Emergency Management.
Demobilization Unit	Functional unit within the Planning Section of Incident Command. Responsible for ensuring orderly, safe, and efficient demobilization or resources committed to the incident.
Department of Energy (US)	(DOE) Federal agency
Department of Natural Resources (WA)	(DNR) Washington state agency
Department of Defense (US)	(DOD) Federal agency
Department of Health (US)	(DOH) Federal agency
Department of Labor (US)	(DOL) Federal agency
Department of Licensing (WA)	(DOL) Washington state agency
Department of Transportation (WA)	(DOT) Washington state agency
Department of Social and Health Services (WA)	(DSHS) Washington state agency
Designated Area	Any county in the state identified with an emergency or major disaster-affected area that has been determined eligible for federal assistance.
Dike	An embankment or dam made to prevent flooding by the sea or a stream.
Direction and Control	The emergency support function that defines the management of emergency response and recovery.

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Name	Description
Direction and Control Exercise	An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.
Dirty Bomb	AKA Radioactive Dispersion Device (RDD). A conventional explosive containing some source of radioactivity.
Disaster	An event, expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.
Disaster Analysis	The collection, reporting and analysis of disaster-related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.
Disaster Assessment	Estimation of damages made after a disaster has occurred which serves as the basis of a Proclamation of a Local Emergency
Disaster Assistance Team	(DAT) Team selected to coordinate the provision of disaster related humanitarian assistance and services to all citizens of the county.
Disaster Field Office	(DFO) A temporary location to coordinate disaster response over a prolonged period of time.
Disaster Policy Team	(DPT) Established by the Emergency Management Director to advise him/her during a disaster/emergency.
Disaster Recovery Center	(DRC) A temporary facility where, under one roof, representatives of Federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and business firms.
Disaster Recovery Manager	(DRM) - This is a function, rather than a position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. This function oversees the physical obligation from the President's Disaster Relief Fund.
Disaster Recovery Unit	(DRU) Unit to coordinate the county's recovery and restoration activities and to identify and recommend appropriate mitigation strategies.
District Hazardous Materials Coordinator	(DHMC) Incident Commander at the scene of a major hazardous materials incident.
Documentation Unit	Functional unit within the Planning Section. Responsible for recording, collecting, and protecting all documents relevant to the incident.

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Name	Description
Domestic Nuclear Detection Office	(DNDO) DHS department to oversee attempts import, transport nuclear explosive devices or radiological material for illegal use.
Donated Resources	Volunteer labor, donated equipment, and donated materials.
El Nino	The phenomenon of unusually warm ocean temperatures replacing normally cool waters off the coast of Peru.
Earthquake	Sudden shaking of the earth caused by the breaking and shifting of rock beneath the earth's surface.
EAS - Emergency Alert System	<p>A federally mandated program established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Formerly known as the Emergency Broadcast System (EBS), it requires broadcasters to relay emergency information. This system is for immediate action emergencies where the public needs to be informed. Example, dam failure, hazmat chemical cloud.</p> <p>The City of Issaquah also operates AM 1700, a local emergency radio frequency to alert the community of impending emergency situations as well as updates to current emergencies.</p>
EAS Plan	A document which outlines the organization and implementation of EAS in Washington State. It includes monitoring assignments, actions to be taken in emergency activations, and other guidelines for broadcasters and cable personnel in use of the EAS in Washington State.
Economic Injury Disaster Loans	(EIDL) Federal loan program
Eligible Applicant	An entity that may apply for FEMA disaster assistance. There are four types: state government, local government, private non-profit and Indian Tribes (organizations and Alaska Natives).
Emergency	A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment. "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster." (Public Law 92-288)

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Name	Description
Emergency Management	Emergency Management or Comprehensive Emergency Management - The preparation for and the carrying out of all emergency functions other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.
Emergency Coordination Center	(ECC) A central location staffed by multiple jurisdictions and/or agencies involved in response to a single large or several smaller events occurring at the same time.
Emergency Management Assistance	(EMA) Name changed to SLA - State and Local Assistance. Matching State (originating from Federal dollars) grants for Emergency Management offices.
Emergency Management Assistance Compact	(EMAC) National agreement that provides for interstate resource sharing. Executed and managed at the state level by EMD.
Emergency Management Planning Group	(EMPG) The Emergency Management Planning Group is established to coordinate emergency management activities. The EMC Committee is chaired by the Director of Emergency Management, or designee, and made up of members representing each City Department and Eastside Fire and Rescue. The EMPG may include other representatives as appropriate. The EMPG meets every six weeks to review plans and current actions and advise the Director on recommended changes.
Emergency Management Division (WA)	(EMD) Emergency Management Division of the Washington State Department of the Military.
Emergency Management Institute	(EMI) The Federal Emergency Management Agency's training campus in Emmetsburg, Maryland. EMI offers training in a variety of emergency management topics.

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Name	Description
Emergency Medical Services	<p>(EMS) Emergency Medical Services is a system that provides care to the sick and injured at the scene of any medical emergency or while transporting any patient in an ambulance to an appropriate medical control, including ambulance transportation between medical facilities. It commonly includes trained and licensed emergency care providers and specialized transportation vehicles.</p> <p>Issaquah / King County is in the Central Region EMS. The EMS Council is headed by a director, usually from the Emergency Room of the hospital. This Council sets the protocols for EMTs and Ambulance services. Emergency Management is involved in mass casualty situations where additional resources may be needed.</p>
Emergency Medical Technician	(EMT) A person trained and licensed by the State to provide emergency medical care to the sick and injured.
Emergency Operations Center	(EOC) A central location from which overall coordination and support of a community's response to a disaster will be established. The EOC is generally equipped and staffed to perform the following functions: collect, record, analyze, display, and distribute information; coordinate public information and warning; coordinate government emergency activities; support first responders by coordinating the management and distribution of information and resources and the restoration of services; conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations, and the public.
Emergency Operations Plan	(EOP) Emergency Operations Plan – Plans prepared by county and municipal government in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.
Emergency Protective Measures	Actions taken by applicants before, during, and after a disaster to save lives, protect public health, and to prevent damage to improved public and private property.
Emergency Support Function	(ESF) Emergency Support Functions are functional annexes to the basic Comprehensive Emergency Management Plan (CEMP). They outline the general guidelines by which agencies will carry out the responsibilities assigned in the plan, i.e., how response to a disaster or emergency will be handled.
Emergency Work	Work that must be done immediately to save lives and to protect improved property and public health and safety to avert or lessen the threat of a major disaster.

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Name	Description
Emergency Worker	<p>Emergency worker means any person including, but not limited to, an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is:</p> <p>1) Registered with a local emergency management organization department and holds an identification card issued by the local emergency management director</p> <p>2) An employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.</p>
Engineer	Any person registered under Chapter 38.52 RCW as an Emergency Worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.
Enhanced 911	(E-911) Can track location of in-coming calls
Environmental Protection Agency (US)	(EPA) Federal agency
Essential Functions	Those functions, stated or implied, that state departments and local jurisdictions are required to perform by statute or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the industrial/economic base in an emergency.
Essential Operations	Those operations, stated or implied, that state departments and local jurisdictions are required to perform by statute or executive order or are otherwise deemed necessary.
Essential Personnel	Staff of the department or jurisdiction that are needed for the performance of the organization's mission-essential functions.
Evacuation	A protective action that involves leaving an area of risk until the hazard has passed.
Exercise	A simulated emergency condition carried out for the purpose of testing and evaluating the readiness of a community or organization to handle a particular type of emergency.
Extremely Hazardous Substance	(EHS) Any one of over 300 hazardous chemicals on a list compiled by Federal EPA to provide a focus for State and local emergency planning activities.
Facility	Any publicly or privately owned building, works, system, or equipment built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.

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Name	Description
Federal Coordinating Officer	(FCO) The person appointed by the FEMA Director (by delegation of authority from the President) to coordinate assistance in a Federally declared disaster.
Federal Disaster Declaration	Formal action by the President to make a State eligible for federal disaster assistance.
Federal Emergency Management Agency	(FEMA) Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA provides technical advice and funding for state and local emergency management agencies, manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all Federal agencies in the event of a Presidential Disaster Declaration..
Federal Radiological Monitoring and Assessment Plan	(FRMAP) - (Formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.
Federal Radiological Emergency Response Plan	The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead Federal agency for an event. The events include one involving the Nuclear Regulatory Commission or State licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, State licensee, U.S. Department of Energy, or U.S. Department of Defense.
FEMA Operations Center	(FOC) Located at the Mt. Weather Emergency Assistance Center in Bluemont, Virginia.
FEMA/State Agreement	Formal legal document between FEMA and a State government, which states the understanding, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President. The agreement is signed by the FEMA Regional Director, or designee, and the Governor of that State.
Field Assessment Team	(FAST) - A designated team of technical experts from Federal, State, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement State and local jurisdiction assessment capabilities.
Finance/ Administration Section	Responsible for all costs and financial/administrative considerations of the incident.

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Name	Description
First Responders	Those in occupations that require they respond immediately to an emergency event. Example: firefighters, law enforcement officers, emergency medical services personnel and Hazmat team members.
Five Hundred Year Flood Plain	(or a .2% change floodplain). Means the area including the base floodplain, which is subject to inundation from a flood having a 0.2% chance of being equaled or exceeded in any given year.
Flood	A partial or complete inundation of normally dry land areas from: 1) the overland flow of a lake, river, stream, ditch, etc. 2) the unusual and rapid accumulation or runoff of surface waters 3) mudflows or the sudden collapse of shoreline land.
Flood Control Works	Facilities constructed for the purpose of eliminating or reducing the threat of flooding. Examples would include floodwalls and protective levees.
Flood Elevation	Height of flood waters above an elevation datum plane.
Flood Insurance Rate Map	(FIRM) The official map of a community prepared by FEMA showing base flood elevations along with the special hazard areas and the risk premium zones.
Flood Protection Elevation	(FPE) Elevation of the highest flood that a retrofitting method is intended to protect against.
Flood proofing	Using materials and practices that will prevent or minimize flood damage in the future.
Floodwall	Flood barrier constructed of manmade materials, such as concrete or masonry.
Floodway	The portion of the flood plain which is effective in carrying flow, within which the carrying capacity must be preserved and where the flood hazard is generally highest and velocities are the greatest. Also known as the channel of a river and the adjacent over bank areas reserved to carry base flood discharge without raising the BFE more than a designated amount (one foot).
Floodway Fringe	The area between the floodway and 100-year floodplain boundaries. The floodway fringe encompasses the portion of the floodplain that could be completely obstructed without increasing the water-surface elevation of the 100-year flood by more than one foot at any point.
Force Account	An applicant's own labor forces and equipment.
Force Account Labor	State, tribal or local government employers engaged in activities within their own jurisdiction.

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Name	Description
Forest Fire	The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events. Wildfires occur primarily in undeveloped areas characterized by forestlands.
Government Emergency Telecommunications Service	(GETS) A service providing priority access telephone dialing during circuit overloads conditions.
Governmental Entities of King County	A generic term to denote any and all government or government affiliated offices, departments, division, agencies, districts, and municipalities that are signatories to the Comprehensive Emergency Management Plan (CEMP).
Governor's Authorized Representative	(GAR) Person or alternate empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance and to evaluate and transmit local government, eligible private nonprofit organizations, and State agency requests for assistance to the Regional Director following a major disaster.
Governor's Proclamation of a State of Emergency	A proclamation by the Washington State Governor in accordance with RCW 43.06 and 38.52 which activates the State of Washington Comprehensive Emergency Management Plan and authorizes State resources to be used to assist affected political jurisdictions.
Grant	An award of financial assistance. The grant award shall be based on the total eligible Federal share of all approved projects.
Ham Radio Support Group	(HRSG) Volunteer organization of amateur radio operators based in the Issaquah Police Department who support emergency management through amateur radio operation during emergency events.
Hazard	Any threat with the potential to disrupt services, cause damage, or create casualties.
Hazard Abatement	The identification of potential or actual hazardous areas, structures, or conditions and the action taken to eliminate them.
Hazard Analysis	Process of identifying the hazards that may impact a community and forms the basis for emergency management.
Hazard Identification	A review of hazards and of locations and conditions associated with hazards in a particular area; being aware of those hazards that, if they occur, could harm your community.
Hazard Identification and Vulnerability Analysis	(HIVA) The HIVA is a comprehensive plan that is the result of a systematic evaluation of a jurisdiction's existing natural and technological hazards. It includes a vulnerability assessment to such hazards and provides guidance for mitigation efforts.

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Name	Description
Hazard Mitigation	Any measure that will reduce or prevent the damaging effects of a hazard.
Hazard Probability	The likelihood that a hazard will occur within a given time frame.
Hazard Vulnerability	The ratio of population, property, commerce, and essential infrastructure and services at risk from a given hazard relative to the entire community.
Hazardous Materials Emergency Preparedness Planning Grant	(HMEP) Planning grant issued through the U.S. Department of Transportation, Washington State Department of the Military, and Division of Emergency Management.
Hazardous Materials Response Team	(HMRT) A team of specially trained personnel who respond to a hazardous materials incident.
Hazardous Substances Emergency Events Surveillance System	(HSEES) Database of hazardous substances kept by ATSDR.
Hazmat	Hazardous materials
Hazmat Team	Team members that work with hazardous materials.
HAZWOPER	Hazardous Waste Operations and Emergency Response
High Impact Emergency	Any emergency requiring a high degree of coordination and generally involving state and federal assistance.
Hot Zone	The total exclusion area around a hazardous materials incident.
Hydrodynamic Force	Force extended by moving water.
Hydrostatic Force	Force exerted by water at rest, including lateral pressure on walls and uplift (buoyancy) on floors.
Immediate Threat	The threat of additional damage or destruction from an event that can reasonably be expected to occur within five years.
Improved Property	A structure, facility, or piece of equipment, which was built, constructed or manufactured. Land use for agricultural purposes is not improved property.
Incident	An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.
Incident Action Plan	The strategic goals, tactical objectives, and support requirements for the incident. All incidents require an action plan.
Incident Command Post	(ICP) A centralized base of operations established near the site of an incident. That location at which primary command functions are executed; may be collated with the incident base.

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Name	Description
Incident Command System	(ICS) An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS).
Incident Commander	(IC) The individual responsible for the management of operations at the scene of an incident.
Incident Management Team	(IMT) A team of individuals formed and operating under the Incident Command System with the express purpose of managing an incident, event or disaster.
Incident Period	The time span during which the disaster-causing incident occurs.
Incidents of National Significance	Those high-impact events that require a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, private sector, and nongovernmental entities in order to save lives, minimize damage, and provide the basis for long-term community recovery and mitigation activities. All Presidential declared disasters are considered Incidents of National Significance.
Individual Assistance	(IA) Supplementary Federal assistance available under the Stafford Act to individuals, families, and businesses; includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs.
Individual & Family Grant Program	(IFG) The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy-five percent Federally funded and twenty-five percent State funded. Each State administers the program in their State.
Infrastructure Protection Program	(IPP) For protection of critical national infrastructure such as seaports, mass transit, railways and energy facilities.
Interoperable Communications	Communications systems that provide the capability to communicate cross-departmental, agency or jurisdictional functions.
Intra-state Mutual Aid	(IMA) See Washington State Mutual Aid System).
Inversion	An atmospheric condition caused by a layer of warm air preventing cool air trapped beneath it from rising, thus holding down pollutants that could otherwise be dispersed.

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Name	Description
Joint Field Office	(JFO) The office where Federal and State disaster relief recovery efforts are coordinated and which is staffed by representatives of the responding agencies.
Joint Information Center	(JIC) A facility that may be used by affected utilities, State agencies, counties, local jurisdictions, and/or federal agencies to coordinate the public information function during all hazards incidents.
Joint Project Officer Team	Three-member team responsible for the preparation of large project, Project Worksheets. The three-member team is made up of Federal, State, and applicant representatives.
La Nina	The phenomenon of unusually cold ocean temperatures replacing normally warm waters off the coast of Peru.
Lahar	Indonesian word meaning, “rapidly flowing mixture of rock, debris, and water that originates on the slope of a volcano”. Sometimes called “volcanic mudflow” or “debris flow”. A lahar is a fast-moving mixture of mud, rock and water that flows down the sides of volcanoes. They resemble rivers of flowing concrete. Lahars may originate from landslides or they may form from the mixing of hot lava and snow and ice water. Lahars travel at speeds up to 50 miles an hour and they can destroy nearly everything within their paths.
Levee	Flood embankment barrier constructed of compacted soil to prevent a river or a stream from flooding adjacent land.
Life Support Levels of	ALS (Advanced Life Support; BLS (Basic Life Support); ILS (Intermediate Life Support)
King County Office of Emergency Management E911	King County Office of Emergency Management E-911 Program Office – Communications Department within King County Office of Emergency Management
King County Department of Social & Health Services	(KCDSHS)
King County Government	A generic term to denote any and all King County Government under the direction and authority of the County Council. Example: Public Works and other county departments. This definition also includes elected officials of King County government, such as the Auditor and Sheriff.
King County Office of Emergency Management	(KCOEM) – Agency responsible for managing emergency incidents within unincorporated King County and coordinating emergency management with other agencies throughout King County, including 911 Communications.
Liaison Officer	The point of contact for assisting or coordinating agencies.

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Name	Description
Local Emergency Declaration	A resolution by the Mayor of Issaquah in accordance with RCW 36.40.180 and 38.52.070(2) which activates the liability protection and resource procurement provisions of RCW 38.52.
Local Emergency Planning Committee	(LEPC) A local planning group appointed by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986 as the planning body for preparing local hazardous materials plans.
Local Planning District	A geographic planning area established by the State Emergency Response Commission (SERC) to fulfill the planning requirements for a Local Planning District under the Superfund Amendments and Reauthorization Act (SARA) of 1986.
Local Resources	The combined resources of the type needed to respond to a given hazardous event of the City of Issaquah and all taxing jurisdictions within King County, and the private sector. In any request for State or Federal resources, the requesting jurisdiction must certify that local resources have been, or soon will be, exhausted.
Logistics Chief	In an incident, responsible for resource management and responding to resource requests.
Logistics Section	In Incident Command, responsible for providing facilities, services, support and materials for an incident.
Low Level Emergency	Minor emergencies requiring minimal supervision, coordination, and assistance.
Manual of Uniform Traffic Control Devices	(MUTCD) National standards for traffic control signs, signals and markings.
Major Disaster	As defined in the Stafford Act, "Any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."
Mass Casualty Incident	(MCI)An incident that generates more patients at one time than locally available resources can manage using routine procedures. It requires exceptional emergency arrangements and additional or extraordinary assistance.

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Name	Description
Mass Casualty Levels	(MCI Levels) Level 1: less than 10 or any number exceeding the responding unit capabilities; Level 2: 10-30 victims; Level 3: 30 or more victims.
Material Safety Data Sheet	(MSDS) A compilation of health, reactivity, and flammability information on a chemical product. It is a legal document required by the OSHA Hazard Communication Standard.
MCI Bag	The MCI bag contains materials necessary for triage and establishing the medical branch of the Incident Command System (ICS).
Medical Command Post	Medical command functions area executed at this location. The medical command post may be co-located or proximal to the Incident Command Post.
Medical Supply Area	Medical supplies are cached at this location. The medical supply area should be located proximal to the treatment area to facilitate re-supply of the individual treatment areas.
Medical Unit	In Incident Command, a functional unit within the Service Branch of the Logistics Section. Responsible for providing emergency medical treatment for emergency personnel.
Medium Impact Emergency	Any emergency situation requiring more than routine coordination and assistance and generally involving multiple jurisdictions.
Military Department	The Army and Air National Guard, and Support Services.
Mitigation	Any sustained actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazard events. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.
Monomers	A chemical compound that can undergo polymerization.
Master Scenario Events List	(MSEL) For training exercises. Lists all exercise events and anticipated reactions by time.
Multiagency Coordination Systems (MAC Systems)	Multiagency Coordination Systems are a combination of facilities, equipment, personnel, procedures and communications to coordinate and support domestic incident management activities.

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Name	Description
Mutual Aid Agreement	(MAA) A formal or informal agreement for reciprocal assistance for emergency services and resources between jurisdictions.
National Contingency Plan	(NCP) The National Oil and Hazardous Substances Pollution Contingency Plan” (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.
National Fire Academy	(NFA) Located on the campus of the Federal Emergency Management Agency's National Emergency Training Center in Emmetsburg, Maryland.
National Incident Management System	(NIMS) A concept that provides for a total approach to all risk incident management; NIMS addresses the Incident Command System (ICS), training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called the Incident Command System (ICS) that establishes five functional areas--command, operations, planning, logistics, and finance/administration--for management of all major incidents. To ensure further coordination, and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.
National Incident Management System Capability Assessment Support Tool	(NIMCAST) Web based self-assessment system that allows organizations to evaluate and monitor progress in implementing NIMS. Access via www.fema.gov/nims . Administered through County Government.
National Oceanic and Atmospheric Administration	(NOAA) A division of the U.S. Department of Commerce and organization responsible for operation of the NWS and alert/warning weather information.
National Operations Center	(NOC) The National Operations Center serves as the national fusion center, collecting and synthesizing all-source information, including information from State fusion centers, across all-threats and all-hazards information covering the spectrum of homeland security partners.
National Response Framework	(NRF) [or Framework] is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation. It describes specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

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Name	Description
National Search and Rescue Plan	(NSRP) A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.
National Tele-registration Center	A nationwide toll-free number, operational within 24 hours after the president has declared a major disaster, which applicants can use to apply for assistance or receive information.
National Warning System	(NAWAS) The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the National or FEMA Region Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.
Non-Essential Personnel	Staff of the department or jurisdiction who are not required for the performance of the organization's mission-essential functions.
Notice of Interest	(NOI) Notification, to FEMA, by public agency applicants in need of disaster assistance, to be submitted within 30 days after the disaster area is designated eligible for aid.
Objectives	The specific operations that must be accomplished to achieve goals. Objectives must be both specific and measurable.
Officer	The Incident Command title for command staff responsible for command, safety, information and liaison functions.
One-Hundred Year Flood	A term to express probability. The flood that has a 1% probability (1 in 100) of being equaled or exceeded in any year is referred to as the 100-year flood. It should not be interpreted to mean a flood that happens exactly once every 100 years. Nor does it imply that once a 100-year flood occurs, there is little risk of another 100-year flood occurring in the near future.
One-Hundred Year Flood Plain	The area adjoining a river, stream, or watercourse covered by water in the event of a 100-year flood.
Operational Period	In Incident Command, the period of time scheduled for execution of a given set of operation actions such as specified in the Incident Action Plan.
Operations Chief	Incident command staff position having incident management responsibilities for field operations.
Operations Section	In Incident Command, responsible for all tactical operation at the incident.

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Name	Description
Order of Succession	The order in which and conditions under which the responsibilities and authorities of a public official are passed to another official when the original holder of the responsibilities and authorities is unable or unavailable to exercise them.
Orphan Tanks	Tanks or drums containing hazardous materials, such as heating fuel, that are removed from their original location by flood waters.
Permanent Work	Under the Stafford Act, restorative work that must be performed through repairs or replacement to restore an eligible facility based on its pre-disaster design.
Permissible Exposure Limits	(PEL) Set by OSHA as a guide to acceptable levels of chemical exposure.
Pickling Agents	A solution or bath for preserving or cleaning processes used in industrial cleaning and processing.
Plan Maintenance	Steps taken to ensure the plans are reviewed regularly and updated whenever major changes occur.
Planning Chief	Incident command staff position responsible for situation analysis and anticipating future response or recovery needs and activities.
Pre-Hospital Care Provider	(PHCP) A person with training below that of an emergency medical technician or paramedic who provides initial care to the sick and injured.
Preliminary Damage Assessment	(PDA) The local preliminary analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information and rolled up through counties to the state.
Preliminary Damage Assessment Team	An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

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Name	Description
Preparedness	The process of preparing the community for disastrous events and includes such things as; hazard analysis, planning, training and exercises, negotiating mutual aid agreements, identifying and cataloging resources, developing a communications capability, developing volunteer resources, preparing and maintaining an EOC, including appropriate staff and operating procedures, public information and media liaison. Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.
Presidential Declaration	Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.
Primary Agency	A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.
Private Nonprofit Facility	Any private nonprofit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, other facilities providing essential governmental type services to the general public and such facilities located on Indian reservations.
Private Nonprofit Organization	Any nongovernmental agency or entity that currently has a.) An effective letter from the IRS granting tax exemptions, or b.) Satisfactory evidence from the Secretary of State that the organization is non-revenue producing and nonprofit under State law.

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Name	Description
Private Nonprofit Organization with Critical Facilities	<p>A private non-profit organization as previously defined with a facility noted below:</p> <p>a.) Power - facilities for generation, transmission, and distribution of electric power.</p> <p>b.) Water - facilities for the treatment, transmission, and distribution of potable water or water for fire protection.</p> <p>c.) Sewer and wastewater treatment - facilities for collection, transmission, and treatment of wastewater.</p> <p>d.) Communications - facilities for transmission, switching, and distribution of telephone traffic.</p>
Program Papers	Terms used to define scope of Emergency Management Operation for SLA Grant program.
Programmatic Closure	Occurs when FEMA ensures that all grants awarded under the Public Assistance Program for a given disaster meet the statutory and regulatory requirements governing the program.
Project	A representation of the work and costs associated with disaster-related activities. The Public Assistance Coordinator and the applicant work together to develop a scope of work.
Project Impact	A project introduced by FEMA as a result of the increasing number and severity of disasters over the last decade to reduce the damage resulting from hurricanes, tornadoes, severe storms, floods, earthquakes, and fires. It helps communities protect themselves from the effects of natural disasters by taking actions to reduce disruption and loss.
Project Officer	(PO) is knowledgeable about eligibility and Special Considerations, and will take the lead in working with the applicant to develop scopes of work and cost estimates for large projects. The PO is responsible for identifying the need for Specialists and working with the Public Assistance Coordinator (PAC) to ensure appropriate personnel are assigned to assist in large project development.
Project Worksheet	Form used to document the scope of work and cost estimate for a project. Detailed record of an on-site inspection of disaster damage caused to property of the state and local jurisdictions.
Protection	Any lawful means by which an individual protects their body or property.
Public Assistance	(PA) Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

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Name	Description
Public Assistance Coordinator	(PAC) Customer service manager providing continuity of service to an applicant in the Public Assistance program operation. PAC's will be involved from Preliminary Damage Assessment to closure of the disaster assistance application.
Public Assistance Officer	(PAO) A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program during disaster operations.
Public Entity	A facility owned by a state or local government, special purpose district or Indian Tribe.
Public Information Officer	(PIO) The person designated and trained to coordinate disaster related public information and media relations.
Radio Amateur Civil Emergency Service	(RACES) Is a public service that provides a reserve communications within government agencies in times of extraordinary need. Although the exact nature of each activation will be different, the common thread is communications.
Radio Amateur Civil Emergency Service Plan	(RACES Plan) The plan provides guidance and responsibilities on how amateur radio, though the RACES program and organizations, can be employed to support state and local government emergency operations. In Washington, employment of amateur radio through RACES is paramount during emergencies or disasters where normal governmental communications systems have sustained damage or are overwhelmed.
Radioactive Dispersion Devise	(RDD) or "Dirty Bomb". Conventional explosive containing some source of radioactivity.
Radiological Response Team	(RRT) A radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability, which can be used for surge training and to assist in the rapid buildup of radiological defense capability during an increased readiness period. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

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Name	Description
Recovery	A short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption. In addition, the extrication, packaging, and transport of the body of a person killed in a search and rescue incident.
Regional Director	The appointed FEMA official in each region who is responsible for the regional office.
Rehab Unit	Responder term referring to a feeding station to be used on site during an emergency operation for refreshments and food served to the responders themselves.
Reinforcement	Inclusion of steel bars in concrete members and structures to increase their strength.
Relocation	In retrofitting, the process of moving a house or other building to a new location outside the flood hazard area.
Request for Public Assistance	(RPA) Form a public or private non-profit organization uses to apply for disaster assistance.
Resource Conservation and Recovery Act of 1976	(RCRA) A Federal statute that FEMA is subject to that establishes a framework for proper management and disposal of all wastes. Generation, transportation, storage, treatment, and disposal of hazardous wastes are all regulated under this Act. It requires safe disposal of waste materials, cooperation between local agencies, and promotes recycling of waste materials.
Response	The actual provision of services during a disaster. These activities help to reduce casualties and damage and to speed recovery. Actions taken immediately before, during, or directly after an emergency occur, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.
Retrofitting	Making changes to an existing house or other building to protect it from flooding or other hazards.

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Name	Description
Risk Assessment	Concerning Hazardous Materials, broadly defined as the scientific activity of evaluating the toxic properties of a chemical and the conditions of human exposure to it, with the objective of determining the probability that exposed humans will be adversely affected.
Robert T. Stafford Disaster Relief and Emergency Assistance Act	(Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.
SAGE Unit	Used to activate alert messages for EAS system to notify public of eminent emergency. Equipment located in Dispatch. See EAS Plan book for more information.
Scope of Work	The components of the proposed repair of a project. It is the basis for the cost estimate.
Search and Rescue	(SAR) The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE. Also referred to as LAND SEARCH AND RESCUE to differentiate from AIR SEARCH AND RESCUE.
Shelter in Place	A protective action that involves taking cover in a building that can be made relatively airtight. Generally, any building suitable for winter habitation will provide some protection with windows and doors closed and heating, ventilation, and air conditioning system turned off. Increased effectiveness can be obtained in sheltering by methods such as using an interior room or basement, taping windows and doors, and other more elaborate systems to limit natural ventilation. To be used as a protective action, sheltering requires the ability to communicate to the public when it is safe and/or necessary to emerge from the shelter.
Size Up	The initial evaluation phase of emergency situations, to include description of what is seen, resources needed, initial actions, and safety considerations. The size-up shall be reported by the first arriving unit or Incident Commander and updated as needed throughout the situation.

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Name	Description
State and Local Assistance	(SLA) Grant issued through the Washington State Department of the Military, Division of Emergency Management, to local counties for Emergency Management functions. Originally Federal dollars. Previous name is EMA. In pre-2000 files, support documents are titled “Staffing Patterns”.
Slab on Grade	Refers to a home or business on a concrete foundation with no room between the ground and the foundation.
Special Considerations	Issues that involve insurance, floodplain management, hazard mitigation, historic preservation, and environmental reviews as they relate to Public Assistance program funding.
Special Flood Hazard Area	(SFHA) Portion of the floodplain subject to inundation of the base flood, designated by zones on a flood insurance rate map.
Spill Response	All actions taken in responding to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.
Staffing Patterns	Term used in SLA Grant applications relating to operation of Emergency Management office scope of work.
Stafford Act	The Robert T. Stafford Disaster Relief and Emergency Assistance Act, which provides the greatest single source of Federal disaster assistance.
Staging Area	In Incident Command, location where incident personnel and equipment are assigned on an immediately available status.
Standards	The adopted and uniformly enforced codes, specifications, or standards required for the construction of facilities.
State and Regional Disaster Airlift Plan	(SARDA) A plan prepared by Washington State Department of Transportation, Aviation Division, which provides overall policy and guidance for aviation support in time of emergency.
State Coordinating Officer	(SCO) The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer (FCO) to administer disaster recovery efforts.
State Emergency Response Committee	(SERC) Committee appointed by the Governor to fulfill the requirements of the Superfund Amendments and Reauthorization Act (SARA) of 1986.

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Name	Description
State Warning Point	(SWP) State-wide communication sites for emergency notifications. In Washington State, these are Camp Murray EOC –primary site, and Yakima (WSP HQ) – secondary site.
Strike Team	A group of resources of the same kind and type with a common mode of communication and a leader.
Substantial Damage	Damage from the declared disaster sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.
Sump Pump	Device used to remove water from seepage or rainfall that collects in areas protected by a levee, floodwall, or dry flood proofing. In addition, a sump pump is often part of a standard house drainage system that removes water that collects below a basement slab floor.
Support Agency	An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.
Surfactant	A substance capable of reducing the surface tension of a liquid in which it is dissolved, e.g., a detergent.
Tabletop Exercise	An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.
Task Force	A group of any type and kind of resources with common communications and a leader temporarily assembled for a specific mission.
Technical Specialist	Personnel with special skills who are activated only when needed.
Terrorism	The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.
Time and Materials Contracts	(T&M) An arrangement under which a contractor is paid on the basis of (1) actual cost of direct labor, usually at specified hourly rates, (2) actual cost of materials and equipment usage, and (3) agreed upon fixed add-on to cover the contractor's overheads and profit. (NOTE: FEMA limits this to a maximum of 70 hours for reimbursement).

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Name	Description
Tipping Fees	A fee based on weight or volume of debris dumped that is charged by landfills and other waste management fee to cover costs (operating and maintenance). NOTE: These fees are reimbursable disaster recovery costs. The fee may also cover the cost of closing the current facility and opening a new facility (this cost is not a reimbursable charge for State and Federal damage recovery costs).
Title III	<p>Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of State and local planning organizations, State Emergency Response Commission (SERC), and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires:</p> <ol style="list-style-type: none"> 1) Site-specific planning for extremely hazardous substances 2) Participation in the planning process by facilities storing or using hazardous substances and 3) Notifications to the commission or committee of releases of specified hazardous substances. <p>It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.</p>
Toxicity	The degree of danger posed by a substance to animal or plant life.
Transport Zone	All patients are moved to this designated area following treatment to await transportation to a medical facility.
Trap Line	Term used for public information bulletin boards set up at strategic locations and tended by a PIO.
Treatment Area	The designated area to medically treat all patients and prepare them for transport to a medical facility. The same color surveyor tape or flags that are found on the triage tags identify the treatment areas.
Triage	The sorting of patients into categories based upon their need for treatment and chance of survival.
Triage Funnel	A central point designated by the Triage Officer that every patient filters through prior to movement into the treatment area. The triage funnel is usually located at the entrance to the treatment area. All patients will receive a triage tag at the triage funnel, if one is not already in place. A tag corner will be removed for patient accountability and their tag will be torn to the appropriate triage level as determined by the Triage Officer.

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Name	Description
Triage Tag	A tag that is affixed to each patient's extremity before entering the treatment area that is color-coded to indicate the patient's triaged level. The tag contains an area for basic patient information and two stubs with unique identifying numbers for patient tracking purposes.
Triage Tag Stub	The two upper corners of the triage tag that have unique identifying numbers for patient tracking purposes.
Tsunami	A Japanese word that means "wave in the harbor". It is a series of enormous waves created by an underwater earthquake.
Unit	In Incident Command, an organizational element having functional responsibility for a specific incident's Operations, Planning, Logistic, or Finance/Administration activity.
Unit Price Contracts	Construction contract in which the client or owner pays a fixed sum for each completed unit of work. Contract bid based on estimated number of units.
Urban Fire	Fire that is primarily found within the boundaries or limits of a city.
Urban Search and Rescue	(USAR) Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.
Urban Search and Rescue Task Force	A 62 member organization sponsored by the Federal Emergency Management Agency (FEMA) in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.
Vetted	To subject to expert appraisal or correction; evaluate.
Vulnerability Analysis	Identifying how people, property, and structures will be damaged by the disastrous event.
Warm Zone	The area between the Hot and Cold Zones at a hazardous materials site.
Warning and Information	Advising the public of a threatening or occurring hazard and providing information to assist them in safely preparing for and responding to the hazard.
Washington State Department of Community, Trade and Economic Development	(CTED or DCTED) State agency
Washington State Mutual Aid System	(WAMAS) Provision of RCW 38.56 allowing political subdivisions to share resources during exercises and emergencies/disasters.

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Name	Description
Water Systems – Community	System that regularly serves 15 or more year-round residential connections or 25 or more year-round residents for 180 or more days per year.
Water Systems – Group A	Systems that regularly serve 15 or more residential connections, or 25 or more people a day for 60 or more days each year.
Water Systems – Group B	Systems that serve less than 15 residential connections and less than 25 people a day, or 25 or more people a day during fewer than 60 days a year.
Water Systems – Non-Community	Any system that is not a community system.
Weapon of Mass Destruction	(WMD) (Title 18, USC, Section 2332a) Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, minor device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.
Wet Flood Proofing	Protecting a building by allowing flood waters to enter so that internal and external hydrostatic pressures are equalized. Usually only enclosed areas used for parking, storage, or building access are wet flood proofed.
White Goods	Name used for debris cleanup of household appliances such as stoves, refrigerators, freezers, washers and dryers.
Wildland	An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of “wilderness”, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.
Wildland Fire	Any non-structure fire that occurs in the wildland.
Wildland Search and Rescue	Search and rescue conducted in wildland areas. Due to the increasing wildland urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See Search and Rescue, Disaster Search and Rescue, and Urban Search and Rescue.
Wildland Urban Interface Fire	Fire that occurs at the line, area, or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuel.

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APPENDIX 2: ACRONYMS

A

ALS Advanced Life Support
ARC American Red Cross
ARES Alternate Radio Emergency Services

B

BLS Basic Life Support

C

CEMP Comprehensive Emergency
Management Plan
CFR Code of Federal Regulation
CISD Critical Incident Stress Debriefing
COMVAN Communications Van

D

DOE Department of Energy
DNR Washington State Department of
Natural Resources
DOD United States Department of Defense
DOH Department of Health
DOL Department of Labor
DOT Department of Transportation
DRC Disaster Recovery Center
DSHS Department of Social and Health
Services

E

EAS Emergency Alert System
EBS Emergency Broadcasting System

EIDL Economic Injury Disaster Loans
EMD Washington State Emergency
Operations Center (SEOC)
EMS Emergency Medical Services
EOC Emergency Operations Center
EOP Emergency Operating Procedures

EPA Environmental Protection Agency
EPCRA Emergency Planning Community
Right-to-Know Act
ESF Emergency Support Function
EFR Eastside Fire & Rescue

F

FAA Federal Aviation Administration
FAST Federal Agency Support Team
FBI Federal Bureau of Investigation
FEMA Federal Emergency Management
Agency
FHA Farmers Home Administration
FRMAP Federal Radiological Monitoring
and Assessment Plan
NRP National Response Plan

G

H

HIVA Hazard Identification and
Vulnerability Assessment

I

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IC	Incident Commander	NRT	National Response Team
ICS	Incident Command System	NWACP	Northwest Area Contingency Plan
ICP	Incident Command Post		
IMT	Incident Management Team	O	
IFGP	Individual and Family Grant Program	P	
		PDA	Preliminary Damage Assessment
J		PIO	Public Information Officer
JIC	Joint Information Center	PL	Public Law
JFO	Joint Field Office	PSAP	Public Safety Answering Point
		Q	
K		R	
KCECC	King County Emergency Coordination Center	RCW	Revised Code of Washington
		RRT	Radiological Response Team
L		RRT	Regional Response Team
LEPC	Local Emergency Planning Committee		
		S	
M		SAR	Search and Rescue
MRC	Medical Reserve Corp	SARA	Superfund Amendment and
MSCA	Military Support to Civil Authorities	SBA	Small Business Association
		SOP	Standard Operating Procedures
N		SSA	Social Security Administration Reauthorization Act
NAWAS	National Warning System		
NCP	National Contingency Plan	T	
NIMS	National Incident Management System	TSA	Transportation Safety Board
NMFS	National Marine and Fisheries Services	U	
NOAA	National Oceanic Atmospheric Administration	UC	Unified Command
NRC	Nuclear Regulatory Commission	UHF	Ultra High Frequency
NRC	National Response Center	USCG	United States Coast Guard

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USDA United States Department of
Agriculture

USFS United States Forest Service

USFWS United States Fish and Wildlife
Service

US&R Urban Search and Rescue

V

VHF Very High Frequency

W

WAC Washington Administrative Code

WMD Weapons of Mass Destruction

WSDOT Washington State Department of
Transportation

WSP Washington State Patrol

X

Y

Z

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APPENDIX 3: AUTHORITIES AND REFERENCES

This Appendix is a compilation of references used in the completion of this version of the City of Issaquah's Comprehensive Emergency Management Plan. References include City, County, State, and Federal codes and regulations as well as plans and widely used standards.

CODES AND REGULATIONS

City of Issaquah

- Municipal Code 2.62 Emergency Management

King County

- County Code 1.28 Conduct of County Business in an Emergency/Disaster
- County Code 2.16 Department of Public Safety - Division - Duties
- County Code 2.56 Emergency Management Organization
- County Code 12.52 Emergency Powers
- Ordinance No. 1043 Providing for Continuity of King County Government
- Ordinance No. 1058 Providing Emergency Powers to King County Executive
- Ordinance No. 1438 Established the Emergency Management Organization
- King County Council Motion 5875 - County - Wide Mutual Aid Interlocal Agreement for Fire Protection, Emergency Medical Services, and Emergency Support, 12/5/83
- King County Emergency Management Plan and Supporting Functions
- King County Regional Disaster Plan for Public and Private Organizations.

Washington State

- RCW 10.93, Washington Mutual Aid Peace Officers Power Act
- RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies
- RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing
- RCW 35.33.101, Emergency Warrants
- RCW 35.33.111, Forms – Accounting –Supervision by state
- RCW 35A.38, Emergency Services
- RCW 38.52, Emergency Management
- RCW 38.52.020, Declaration of policy and purpose
- RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures
- RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
- RCW 38.56, Washington State Intrastate Mutual Aid System
- RCW 39.34, Interlocal Cooperation Act

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- RCW 40.10.010, Essential Records – Designation – List-Security and Protection – Reproduction
- RCW 42.12, Vacancies
- RCW 42.14, Continuity of Government Act
- RCW 43.21G, Energy Supply- Emergencies and Alerts
- RCW 43.43, Washington State Patrol - State Fire Service and Law Enforcement Mobilization
- RCW 47.68.380, Search and Rescue
- RCW 49.60.400, Discrimination, Preferential Treatment Prohibited
- RCW 68.50.010, Coroner's Jurisdiction over Remains
- Section 7 of Article VIII of Washington State Constitution
- WAC 118-04, Emergency Worker Program
- WAC 118-30, Local Emergency Management/Services Organizations, Plans, & Programs
- WAC 296-62, General Occupational Health Standards

Federal

- Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Public Law 96-342, Improved Civil Defense Act of 1980, as amended.
- Public Law 99-499, Superfund Amendments & Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know
- Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)
- Title 44, CFR, Section 205.16 – Nondiscrimination
- ADA Act of 1990 as amended
- Executive Order 13166 - Improving Access to Services for Persons with [Limited English proficiency](#)
- Executive Order 13347 - Individuals With Disabilities in Emergency Preparedness
- Post Katrina Emergency Reform Act of 2006
- Public Law 109-308, Pets Evacuation and Sheltering Standards Act of 2006

PLANS

- American Red Cross Disaster Plan
- City of Issaquah Emergency Operations Center Manual
- City of Issaquah Annex to the King County Regional Hazard Mitigation Plan

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- City of Issaquah Police Department – Standard Operating Procedures
- City of Issaquah Police Department – Policy Manual
- Eastside Fire and Rescue – Standard Operating Procedures Manual
- Interstate Mutual Aid System
- King County Communications Plan
- King County Comprehensive Emergency Management Plan
- King County Regional Disaster Framework
- King County Emergency Coordination Center’s Operations Manual
- King County Fire Resource Plan
- King County Hazard Mitigation Plan
- Public Health - Seattle & King County Emergency Response Plan
- King County Sheriff’s Office Standard Operating Policies and Procedures Manuals
- Military Support to Civil Authorities Plan, Headquarters I Corps and Fort Lewis
- National Response Framework
- National Search and Rescue Plan
- King County Sound Transit Emergency Operations Plan
- Washington State Comprehensive Emergency Management Plan
- Washington State Department of Health – Sizing Guidelines for Water Systems
- Washington State Department of Transportation Disaster Plan
- Washington State Emergency Communication Development Plan
- Washington State Emergency Management Disaster Assistance Guide for Local Governments

APPENDIX 4: TRAINING, DRILLS, AND EXERCISES

PURPOSE

To identify and establish methods of meeting the training and educational needs of City of Issaquah employees responsible for responding to emergencies and for community-wide educational programs focused on self-preparedness.

CONCEPT OF OPERATIONS

The City of Issaquah Director of Emergency Management, in coordination with the City of Issaquah Emergency Management Coordinator, will be responsible for ensuring that City staff receives training in specific emergency management skills and professional development.

Public education programs will be made available upon request and as resources permit to all segments of the community designed to increase awareness of hazards, explain how best to safely respond to emergencies, and promote self-preparedness. The Emergency Management Division will develop and offer the following programs:

Schools:

Information on local hazards and how to prepare for and respond to their effects will be provided to students, faculties, and school administrators. The development and practice of emergency plans (such as the Earthquake Safety Program for Schools) will be encouraged. Opportunities will be made available to the Issaquah School District and private schools in the City to partner in emergency management exercises organized by the City.

Community Groups:

Information on local hazards and how to prepare for and respond to their effects will be provided to neighborhood and community groups. Those groups will be encouraged to organize in such a way as to be able to lend support to households in times of a large-scale emergency. The City will assist in providing training for community members interested in joining and being involved in the Community Emergency Response Teams (C.E.R.T.) and the Issaquah Citizen Corps as they relate to emergency preparedness.

Businesses:

Information on local hazards and how to prepare for and respond to their effects will be provided to the corporate community. The corporate community will be encouraged to engage in business resumption and contingency planning.

City Employees:

Information on local hazards and how to prepare for their effects will be provided to City employees.

The City will utilize the full-range of exercise types from tabletop to full-scale exercises. Training and exercises will emphasize the National Incident Management System (NIMS) to assist institutionalization of NIMS doctrines, concepts and processes and the use of NIMS core training curriculum will aid compliance with NIMS standards.

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Each City department is responsible for ensuring that their employees are trained in the concepts of the Comprehensive Emergency Management Plan (CEMP), the Incident Management Team (as applicable) and in their department-specific standard operating procedures (SOPs).

The City will use outside resources to provide specialized training, if appropriate.

The Emergency Management Division is responsible for ensuring that drills and exercises are conducted to evaluate the effectiveness of the CEMP and to determine future training needs.

The Director of Emergency Management, with assistance from the Emergency Management Coordinator, is responsible for coordinating and implementing drills and exercises for City employees and for the development and maintenance of the CEMP.

RESPONSIBILITIES

City of Issaquah - City Departments

Provide personnel for training in staffing and operating the Incident Management Team

Develop SOPs that define employees' operational responsibilities during an emergency or disaster.

Ensure personnel are trained in compliance with National Incident Management Plan training requirements

Division of Emergency Management

In coordination with the other departments of the City, Eastside Fire and Rescue, and other private agencies and community groups, the Emergency Management Division will design, conduct, and evaluate drills and exercises to determine the effectiveness and readiness of the City in response to emergencies.

Eastside Fire and Rescue

Provide assistance to the City of Issaquah Emergency Management Division in the design and facilitation of drills and exercises to determine the effectiveness of the City's emergency management programs and the level of training for City employees.

King County Office of Emergency Management

Coordinate with the City in designing and delivering the preparedness education programs to members of the community (schools, businesses, churches, service clubs, neighborhood groups, etc.).

Make available, as resources permit, training to elected officials on emergency responsibilities, hazards review, and the need for comprehensive emergency planning, as well as skills development in emergency procedures and crisis decision making.

In coordination with the City of Issaquah Emergency Management Division, design, conduct, and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and the employee's level of training.

All other support agencies

Participate in training and exercises, if requested and as resources allow.

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APPENDIX 5: DISTRIBUTION LIST

Name	Department or Agency	Electronic or Print Copy
Terry Pollard	American Red Cross	Electronic
Bob Harrison	City Administrator	Print/Electronic
Wayne Tanaka	City Attorney	Electronic
Tina Eggers	City Clerk	Print/Electronic
NA	City Department Directors	Print/Electronic
Fred Butler	City Mayor	Print/Electronic
Mary Lou Pauly	Council Member	Electronic
Eileen Barber	Council Member	Electronic
Bill Ramos	Council Member	Electronic
Mariah Bettise	Council Member	Electronic
Tola Marts	Council Member	Electronic
Stacy Goodman	Council Member	Electronic
Paul Winterstein	Council Member	Electronic
Emily Moon	Deputy City Administrator	Print/Electronic
Battalion Chief	Eastside Fire and Rescue – Station 71	Print
Battalion Chief	Eastside Fire and Rescue – Station 72	Print
Battalion Chief	Eastside Fire and Rescue – Station 73	Print
Jeff Clark	Eastside Fire and Rescue - Chief	Electronic
Brenda Bramwell	Emergency Management Coordinator	Print/Electronic
Bret Heath	Emergency Management Director	Print/Electronic
IMT/EOC	Emergency Operations Center	Print
Walt Hubbard	King County Office of Emergency Management	Electronic
Janet Sailer	Sammamish Plateau Water	Electronic
Karen Ferreira	Washington Military Department/ Emergency Management Division	Electronic

EMERGENCY SUPPORT FUNCTIONS (ESF's)

INTRODUCTION

PURPOSE

This section provides an overview of the Emergency Support Function (ESF) structure, common elements of each of the ESFs, and the basic content contained in each of the ESF Annexes. The following section includes a series of annexes describing the roles and responsibilities of federal departments and agencies as ESF coordinators, primary agencies, or support agencies.

BACKGROUND

The ESFs provide the structure for coordinating intra and interagency support for local, State and Federal response to an incident. They are mechanisms for grouping functions most frequently used to provide support, for both declared disasters and emergencies under the Stafford Act and for non-Stafford Act incidents (see Table 1).

The Incident Command System provides for the flexibility to assign ESFs and other stakeholder resources according to their capabilities and requirements to augment and support other sections in order to respond to incidents in a more collaborative and cross-cutting manner.

ESF-1 Transportation

ESF-2 Communications

ESF-3 Public Works and Engineering

ESF-4 Firefighting

ESF-5 Emergency Management

Attachment A: Example of Emergency Proclamation

Attachment B: Essential Elements of Information

Appendix A: Fiscal and Administrative Procedures

Appendix B: Financial Management Plan

Appendix C: Worker Safety and Health Requirements

ESF-6 Mass Care, Emergency Assistance, Housing and Human Services

ESF-7 Logistics Management and Resource Support

ESF-8 Public Health and Medical Services

ESF-9 Search and Rescue

ESF-10 Oil and Hazardous Materials Response

ESF-11 Agriculture and Natural Resources

ESF-12 Energy

ESF-13 Public Safety and Security

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ESF-14 Long Term Community Recovery

Attachment A: Individual Assistance Programs

ESF-15 External Affairs

ESF-16 Reserved for possible expansion of Fed. Response Framework ESFs

ESF-17 Reserved for possible expansion of Fed. Response Framework ESFs

ESF-18 Reserved for possible expansion of Fed. Response Framework ESFs

ESF-19 Reserved for possible expansion of Fed. Response Framework ESFs

ESF-20 State and Federal Support

Attachment A: Military Organizations

Attachment B: Examples of Military Resources and Services

ROLES AND RESPONSIBILITIES OF THE ESFS

ESF #1 – Transportation

Aviation/airspace management and control

Transportation safety

Restoration/recovery of transportation Infrastructure

Movement restrictions

Damage and impact assessment

ESF #2 – Communications

Coordination with telecommunications and information technology industries

Restoration and repair of telecommunications infrastructure

Protection, restoration, and sustainment of national cyber and information technology resources

Oversight of communications within the Federal incident management and response structures

ESF #3 – Public Works and Engineering

Infrastructure protection and emergency repair

Infrastructure restoration

Engineering services and construction management

Emergency contracting support for life saving and life sustaining services

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ESF #4 – Firefighting

Support to wildland, rural, and urban firefighting operations
Coordination of Federal firefighting activities

ESF #5 – Emergency Management

Coordination of incident management and response efforts
Issuance of mission assignments
Resource and human capital management
Incident action planning
Financial management

ESF #6 – Mass Care, Emergency Assistance, Housing and Human Services

Mass care
Emergency assistance
Disaster housing
Human services provision
Pet sheltering

ESF #7 – Logistics Management and Resource Support

Comprehensive incident logistics planning, management and sustainability
Resource support (facility space, office equipment and supplies, contracting services, etc.)

ESF #8 – Public Health and Medical Services

Public health management
Medical services provision
Behavioral health services provision
Mass fatality management

ESF #9 – Search and Rescue

Life-saving assistance
Search and rescue operations

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ESF #10 – Oil and Hazardous Materials Response

Oil and hazardous materials (chemical, biological, radiological, etc.) response
Environmental short-term and long-term cleanup

ESF # 11 – Agriculture and Natural Resources

Nutrition assistance
Animal and plant disease and pest response
Food safety and security management
Natural and cultural resources and historic properties protection and restoration
Safety and well-being of household pets

ESF #12 – Energy

Energy infrastructure assessment, repair, and restoration
Energy industry utilities coordination
Energy forecasting

ESF #13 – Public Safety and Security

Facility and resource security
Security planning and technical resource assistance
Public safety and security support
Support to emergency response access, traffic and crowd control

ESF #14 – Long-Term Community Recovery

Social and economic community impact assessment
Long-term community recovery assistance to States, local governments, and the private sector
Analysis and review of mitigation program implementation

ESF #15 – External Affairs

Emergency information and protective guidance
Media and community relations

ESF #16-#19 – Reserved for future use.

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ESF #20 – Defense Support to Civil Authorities

Assistance available to civilian authorities in a disaster through the Washington State National Guard and the Department of Defense

ESF RESPONSIBILITY MATRIX

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Department or Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 20
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Health and Human Services	Search and Rescue	Oil and Hazardous Materials Response	Agriculture and Natural Resources	Energy	Public Safety and Security	Long Term Community Recovery	External Affairs	State and Federal Support
City Departments																
Issaquah City Mayor					S		P						S	S	S	
Issaquah City Council					S		S							S		
Issaquah Emergency Management	S	P	S	S	P	S	S	S	S	S	P	S	S	P*	S	P
Issaquah Parks and Recreation Department			S		S	P					P					
Issaquah Finance Department					S		S							S		
Issaquah City Attorney					S									S		
Issaquah PIO		S	S		S	S		S		S	S		S		P	
Issaquah Police Department	S	S		S	S	S	S	S	P	S	S	S	P			

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Department or Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 20
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Health and Human Services	Search and Rescue	Oil and Hazardous Materials Response	Agriculture and Natural Resources	Energy	Public Safety and Security	Long Term Community Recovery	External Affairs	State and Federal Support
Eastside Fire and Rescue		S		P	S	S		S	S	P			S	S		
Issaquah Public Works Engineering	P*		P*		S		S					P	S			
Issaquah Development Services Department			S	S	S	S		S	S					S		
Issaquah Public Works Operations	P*		P*	S	S	S		S	S	S	S	S	S	S		
Issaquah Office of Sustainability		S				P*								S		
Issaquah Information Technology		S	S		S									S	S	
Issaquah Human Resources					S									S		
Issaquah City Clerk's Office					S									S		
Issaquah Office of Economic Development														P*		

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Department or Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 20
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Issaquah Municipal Court													S			
Local Agencies																
Issaquah School District	S				S								S	S		
NORCOM		S											S			
Sammamish Plateau Water and Sewer District			S								S					
Cascade Water Alliance			S								S					
King County Agencies																
KC Office of Emergency Management	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
King County Sheriff's Office	S		S						S				S	S		

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Department or Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 20
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								S								
King County Metro and Sound Transit	S												S			
King County E911 Communication Center		S											S		S	
Public Health - Seattle & King County & King County					S	S		P		S	S			S		S
Washington State Agencies																
Washington State Patrol	S									S			S			
Washington State Emergency Operations Center (SEOC)	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Washington State Department of Social and Health Services											S					

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Department or Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 20
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Health and Human Services	Search and Rescue	Oil and Hazardous Materials Response	Agriculture and Natural Resources	Energy	Public Safety and Security	Long Term Community Recovery	External Affairs	State and Federal Support
Washington State Department of Transportation	S								S					S		
Washington State Department of Ecology										S						
Washington State Department of Health								S		S						
Washington State Department of Labor and Industries										S						
Washington State Department of Corrections				S												
Washington State Department of Natural Resources				S												

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Department or Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 20
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Health and Human Services	Search and Rescue	Oil and Hazardous Materials Response	Agriculture and Natural Resources	Energy	Public Safety and Security	Long Term Community Recovery	External Affairs	State and Federal Support
Washington State National Guard													S			S
United States Federal Agencies																
Federal Emergency Management Agency (FEMA)	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	
Department of Defense	S							S	S							S
United States Department of Agriculture - Forest Service				S												
United States Environmental Protection Agency										S						
Federal Bureau of Investigation								S					S			
United States Department of Agriculture				S				S			S					

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Department or Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 20
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United States Coast Guard									S	S			S			
Non-Government Agencies																
American Red Cross						S		S			S		S	S		
Salvation Army											S					
Puget Sound Energy												S		S		
Williams Pipeline Company												S		S		
Issaquah Communications Support Team		S											S			
Issaquah Citizen Corps		S			S	S										
Local Media/EAS and Commercial Radio		S													S	
Northwest Healthcare Response Network (NWHRN)								S								

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Department or Agency	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 20
	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics Management and Resource Support	Health and Human Services	Search and Rescue	Oil and Hazardous Materials Response	Agriculture and Natural Resources	Energy	Public Safety and Security	Long Term Community Recovery	External Affairs	State and Federal Support
Hospitals and Other Medical Facilities within Issaquah								S						S		
CenturyLink		S												S		
AT&T		S												S		
Verizon		S												S		

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2016 Comprehensive Emergency Management Plan

ESF-1: TRANSPORTATION

LEAD:	City:	City of Issaquah Public Works Engineering Department*
		City of Issaquah Public Works Operations Department*
SUPPORT:	City:	City of Issaquah Police Department
	Local:	Issaquah School District
	County:	King County Office of Emergency Management
		King County Sheriff's Office
		King County Metro and Sound Transit
	State:	Washington State Patrol
		Washington State Emergency Operations Center (SEOC)
		Washington State Department of Transportation
	Federal:	Federal Emergency Management Agency
		Department of Defense
	Non-Gov:	None

NOTE: * indicates shared Primary department responsibility

INTRODUCTION

Purpose

To provide guidance and direction to ensure effective coordination, restoration and utilization of the transportation system during emergency situations.

To provide identification of emergency transportation routes for the movement of people and materials.

To provide for the coordinated evacuation of the population from an area of high risk in the event of a threatened hazard.

Scope

This Emergency Support Function (ESF) addresses emergency transportation issues including capabilities, routes, and resources needed for the ability to deliver relief services, supplies, and the ability to move people.

POLICIES

The City of Issaquah IMT with assistance from Public Works, King County Metro Transit and the Issaquah School District, has primary responsibility for emergency transportation activities within the City of Issaquah.

PLANNING ASSUMPTIONS

The IMT Operations Section coordinates transportation activities within the City.

Transportation infrastructure may sustain significant damage in a disaster. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services and supplies.

Disaster responses, which require transportation capacity, may be difficult to coordinate effectively immediately following an emergency or disaster.

The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of the City or readily obtained assets.

Where the local ground, water, or air transportation systems have been severely disabled, local political subdivisions (cities and counties) will act to restore transportation systems and equipment on a priority basis.

King County Metro Transit and the Issaquah School District may, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses or vans upon request of the City.

CONCEPT OF OPERATIONS

The IMT utilizing staff from Public Works Operations, Engineering and Development Services Departments, CERT Volunteers and others trained by the Director of Emergency Management and his designee, shall provide damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals, and other transportation facilities. The IMT shall provide for emergency repair and restoration of city-owned transportation facilities and coordinate the repair of facilities owned by other agencies that are essential to the functioning of the City's transportation network.

The IMT will ensure a Rapid Impact Survey is completed to collect damage information on the City's transportation system. Survey results will be reported to the IMT Operations Section for prioritization and action.

As the extent and the transportation needs of an emergency or disaster are identified, the Operations Section will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency or disaster. The Operations Section will ensure review of the structural integrity of all bridges and roadways in the City.

If local capabilities in meeting transportation needs are exceeded, additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contracts. Requests for additional assistance should be coordinated through the IMT.

RESPONSIBILITIES

Public Works Engineering Department

Before the Event

- Develop and maintain files of all critical infrastructure owned by the City.
- Develop, maintain and review files of all privately-owned critical structures in the City.

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- Train personnel in ATC 20, ATC 21 and ATC 45 and practice response to emergency situations using the skills trained in.

During the Event

- Integrate activities with the IMT
- Assess damage to street, bridges, and other transportation routes.
- Participate in initial Rapid Impact Survey of the community and respond back to the IMT with results.
- Respond as planned to specific structures to initially assess their structural integrity and tag the structures as appropriate.
- Notify the IMT of observed or reported damage to structures and other infrastructure that will affect public safety, transportation and other needs in the community.
- Evaluate critical roadways, bridges and overpass structures to assess their structural integrity, and report conditions to the IMT.

After the Event

- Conduct detailed assessment of all streets, bridges, and other transportation routes.
- Support recovery efforts as required.
- Support appropriate local, State, and Federal agencies as conditions warrant and within the realm of local plans and procedures.
- Provide situation and status reports, as requested.
- As directed, prepare Preliminary Damage Assessments
- Participate in debriefing and critiquing organized by the Director of Emergency Management or his designee.

Public Works Operations Department

Before the Event

- Maintain an inventory of machinery and equipment (signs, barricades, , etc.) that are readily available to be used to respond to road closures and detour route marking in the case of an emergency or disaster.
- Work with the City of Issaquah Police Department and Public Works Engineering in identifying and developing emergency transportation routes within the City.
- Maintain a list of transportation resources.
- Develop policies and procedures to ensure delivery of adequate fuel sources for all vehicles and equipment during an emergency event.

During the Event

- Integrate operations with the IMT
- Implement Emergency Response SOP(s).

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- Take immediate action to protect the public from unsafe conditions and implement detours and/or road closures, as deemed necessary.
- Report critical transportation issues and updates to the IMT.
- Assist in the selection of detour routes and make appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network.
- Provide for the safe and effective operation of streets and walkways through the removal of debris.
- Conduct street and structure repair whenever it has been determined needed, and perform such services in-house whenever immediate restoration is critical and possible.
- Through close coordination with the management of the City of Issaquah Police Department and Public Works Engineering, determine when to reopen roads that have been closed, and coordinate activities required to accomplish this task.
- Respond to road closure and detour route requests. Request additional resources or assistance through existing mutual aid agreements, contracts with private contractors and businesses, or the IMT.
- Arrange for City vehicle maintenance and support.
- Coordinate with the Finance Director to maintain accurate records to define the cost relating to the incident for reimbursement purposes.

After the Event

- In coordination with Engineering, develop a list of all damaged facilities, establish priorities, and estimate costs to repair.
- Repair City roadways and infrastructure as needed and as possible
- Submit recommendation of needed repairs to the appropriate department and/or agencies.
- Coordinate with the Finance Director to finalize accurate records to define the cost relating to the incident for reimbursement purposes.

Issaquah Police Department

Before the Event

- Establish a system for the dispatching of emergency vehicles and equipment.
- Coordinate with the Public Works Engineering Department on identification and mitigation of high-hazard accident locations and safety concerns.
- Coordinate with the City of Issaquah Public Works Engineering and Operations Departments on identification of emergency routes and alternative methods of transportation to be used during an emergency.

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- Coordinate with Washington State Patrol and Washington Department of Transportation on identification of emergency routes and alternative methods of transportation to be used during an emergency.

During the Event

- Integrate operations with the IMT
- Coordinate operational strategies with the King County Sheriff's Office, the Washington State Patrol, and other cities to ensure an integrated transportation system is operating as effectively as possible.
- Provide support for traffic control and identification and assessment of the transportation systems operation.
- Notify appropriate departments of transportation system deficiencies as soon as possible and make recommendations for mitigation of impacts.
- Request the placement of signs, barricades, and traffic control devices to affect orderly traffic flow.

After the Event

- Assist in returning the transportation system to normal operations.

Issaquah School District

- Provide a representative on the IMT, if requested and as resources allow.
- Coordinate with the IMT for the provision of school district transportation assets to assist in meeting public transportation during an emergency event.

King County Office of Emergency Management (KCOEM)

- Coordinate with the City IMT on emergency management issues.
- Provide regional coordination and resource management.

King County Sheriff's Office

- Provide transportation resources and support, if requested and as resources allow.

King County Metro and Sound Transit

- Coordinate the emergency transport of people and supplies, if requested and as resources allow.
- Coordinate transportation availability and use with applicable public and private resource providers through the City IMT.

Washington State Patrol (WSP)

- Coordinate Washington State and Federal response for transportation assistance, if requested by local government.

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Washington State Emergency Operations Center (SEOC) (WSEMD)

- Coordinate Washington State and Federal response for transportation assistance, if requested by local government.

Washington State Department of Transportation (WSDOT)

- Coordinate Washington State and Federal response for transportation assistance, if requested by local government.

Federal Emergency Management Agency (FEMA)

- Supplement local transportation requirements immediately following an emergency or disaster, if requested and as resources allow.

Department of Defense (DOD)

- Provide assets for known subjects in time-critical situations.

REFERENCES

City of Issaquah Emergency Operations Center Manual

King County Comprehensive Emergency Management Plan

King County Sheriff's Office Standard Operating Policies and Procedures Manuals

King County Metro Transit Emergency Operations Plan

Washington State Comprehensive Emergency Management Plan

Washington State Department of Transportation Disaster Plan

National Response Framework

ATTACHMENTS

None

**City of Issaquah, Washington
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ESF-2: COMMUNICATIONS

LEAD:	City:	City of Issaquah Office of Emergency Management
SUPPORT:	City:	City of Issaquah Executive Department
		City of Issaquah Police Department
		City of Issaquah Finance Department (Information Technology)
		Eastside Fire and Rescue
	Local:	City of Redmond
	County:	King County Office of Emergency Management
		Northeast King County Regional Public Safety Communications Agency (NORCOM)
		King County E911 Communications Center
	State:	Washington State Emergency Operations Center (SEOC)
	Federal:	Federal Emergency Management Agency
	Non-Gov:	Issaquah Communications Support Team
		Issaquah Citizens Corps
		Local Media EAS Participants
		CenturyLink
		AT&T
		Verizon

INTRODUCTION

Purpose

To provide for and maintain a communications system for the efficient flow of information during emergency or disaster operations in the City of Issaquah.

To provide or supplement alerting and warning to key officials and the public of an impending or occurring emergency or disaster.

Scope

This Emergency Support Function addresses all communication and warning assets available to the City.

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POLICIES

The City relies on the hazard warning capabilities of County, State and Federal governments, private industry, and the media. The City of Issaquah also employs an AM radio system operating at 1700 KHz to alert, educate, and update the community during an emergency. Citizens are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather or flooding. Supplemental communication measures will depend on the nature of the hazard, the quality and quantity of information available, resources available, media attention, and other situational factors. Supplemental measures will focus on enhancing or amplifying the information being provided through existing sources and, to the extent practicable, upon participatory systems activated at the neighborhood or community level.

PLANNING ASSUMPTIONS

Reliable communication capabilities are necessary at all levels of government for day-to-day communication, warning of an impending emergency or disaster, disaster-response and recovery operations, search and rescue operations, and coordination between the local, State, and Federal governments and response agencies.

Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster, including the local AM 1700 radio system.

City government may request assistance by contacting the King County Office of Emergency Management (KCOEM), if deemed necessary.

The City is subject to a variety of emergency or disastrous events requiring rapid dissemination of warning and/or other emergency information to local officials and/or the public. Emergency or disaster warnings may originate from any level of government, and will include the community radio station AM 1700; however, most disaster forecasting resources are located within the Federal government.

NAWAS, the National Warning System, established by the Federal government, is the primary means of receiving and disseminating warning(s) to State and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Operations Center (SEOC) (EMD), with operation assistance provided by the Washington State Patrol. The City's NAWAS primary receiving point is the King County E911 Communications Center, a 24-hour facility. The secondary receiving point is the King County Emergency Coordination Center (KCECC).

Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur communications community, or the public.

Initially, the City will focus on coordinating lifesaving activities and reestablishing communications and control in the disaster area.

Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to telecommunication facilities.

Weather, damage to roads and bridges, and other factors may restrict entry of emergency communication nodes into the area.

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Tests of local warning systems will be conducted periodically to familiarize government and the public with their use.

In the event that public instructions need to be translated, the provision for interpreters will be coordinated through the Issaquah Police Department, American Red Cross or the Washington State Emergency Operations Center (SEOC).

CONCEPT OF OPERATIONS

Communications

The City of Issaquah Incident Management Team (IMT), Communications Unit Leader (COML) is responsible for coordinating the emergency communications systems of the City (internal and external) during an emergency or disaster situation.

Standard ICS 205 communication plans exist in SOPs for default events. Should the default 205 be insufficient for an event the COML is responsible for developing an interoperable communications plan.

The EOC is equipped with an emergency generator. The generator is dependent upon diesel fuel being supplied to the site and typically has a four to eight day supply on hand.

The Issaquah EOC has radio transmitting and receiving capabilities, via the 800 MHz and VHF radio systems, with Eastside Fire and Rescue (ESF&R), Issaquah Police Department, King County Sheriff's Office, and the King County EOC, as well as other agencies and talk groups on the 800 MHz trunking system.

The Issaquah Communications Support Team (ICST) provides amateur radio and other communication services to the City. The Issaquah Communications Support Team integrates with the IMT to provide communications support when requested. The team stores equipment, and has fixed antenna at the Issaquah Police Station and operates the City's communications trailer. ICST has various communications capabilities from HF through UHF.

The Issaquah Police Department operates a 911-dispatch center for Issaquah and Snoqualmie Police operations. The center uses 800 MHz and also has VHF capabilities on the Issaquah Public Works frequency. The 911-dispatch center power supply is backed-up with an emergency generator. The dispatch center is staffed 24/7. Backup dispatch center communications are provided by the Redmond Police Department and ICST.

Public Works Operations operates a VHF radio system, which is also accessed by Public Works Engineering and the Development Services Department. Public Works Operations has several VHF radios with multiple frequencies for communication with other jurisdictions and agencies. The Public Works Operations radio system power supply is backed-up with an emergency generator and UPS system.

The City's Office of Emergency Management issues VHF radios for departments to use in case of an emergency. A portable radio is placed at designated departments for their use to coordinate and report emergency situations. This system is tested once a month by the Office of Emergency Management with those departments having the portable radios. Coordination with the IMT will be critical to the City's ability to effectively coordinate and respond to an event.

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The City possesses a portable gateway device (stored at the EOC) preconfigured with all radio systems from low-band VHF through 800 MHz along with radio programming software allowing the City to “tune to” any government, commercial or amateur radio frequency. During an emergency this equipment may be used to connect and manage Issaquah communication systems with systems used by other agencies and private/ commercial entities.

The City is registered with the Government Emergency Telecommunications Service (GETS) and Wireless Emergency Priority Service (WEPS) for priority access. GETS and WEPS will be used to access standard and wireless phone systems during emergencies and disasters when normal access is denied.

Eastside Fire and Rescue uses the Bellevue/NORCOM dispatch center for fire communication. Normal communications are on the 800MHz system. Eastside Fire and Rescue has VHF capabilities, which are used as a backup to the 800MHz system.

Communication operations in the EOC may consist of the following positions and tasks:

- Communications Unit Leader (COML) – Ensures there is adequate staffing in the Radio Room, proper operations of communication equipment and ensures there is a smooth message flow to the Operations Chief for action and follow-up.
- Radio Operators - Assigned to the base radios and shall receive communications, dispatch appropriate equipment and personnel, and maintain a log of all radio communications.
- Phone Operators - Assigned to the phones in the EOC and shall receive phone calls and pass information on to the appropriate person.

The King County Communications Center (KCCC) is co-located with the King County Office of Emergency Management in Renton, Washington, and functions as the Countywide E-911 Public Safety Answering Point (PSAP). KCCC provides dispatch services for various law enforcement, fire, and emergency medical agencies. KCCC also serves as the County’s initial communications, alert, and warning point for the Washington State Emergency Operations Center (SEOC).

Once activated, emergency communication is also provided through the King County Emergency Communications Center (KCECC).

The Emergency Alert System (EAS) is a communication and warning tool that operates through designated radio and television stations. It is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions and warning in the event of an emergency or disaster.

The EAS is managed and activated by the King County Communications Center through the Washington State Emergency Operations Center (SEOC).

KIRO 710 is the primary EAS station in the Seattle area though all commercial broadcast stations in the area rebroadcast EAS messages.

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The National Warning System (NAWAS) is the primary system used by the Federal Government to disseminate warning information. Warnings received over NAWAS are received at the King County Warning Point, which, in turn, disseminates the warning to local warning points. Warnings for Issaquah are received by Issaquah Police Dispatch. OEM also routinely receives messages from the Northwest Warning, Alert & Response Network (NWARN) from the Washington State Fusion Center regarding any current emergencies or suspicious activities in the US and disseminates this information appropriately.

The Washington State Fusion Center supports the public safety and homeland security missions of federal, state, local, tribal agencies and private sector entities by serving as the state's single fusion center; detecting, deterring, and preventing terrorist attacks and significant criminal activity; performing threat assessment and information management services, including supporting the protection of critical infrastructure and key resources; and providing support to all hazards preparation, planning, response, and recovery efforts. The fusion leverages the Homeland Security Information Network (HSIN), a platform to send out information. The HSIN is the trusted network for homeland security mission operations to share Sensitive but Unclassified information. Federal, state, local, tribal, territorial, international, and private sector homeland security partners use HSIN to manage operations, analyze data, send alerts and notices, and in general, share the information they need to do their jobs.

The Communication Capabilities Presently Available to the City includes:

- E-911- Public Safety Answering Point
- Commercial Telephone
- Two-way radio (800 MHz, VHF, VHF Low Band, UHF, FRS, GMRS, Citizen Band and Amateur Bands)
- NAWAS: land-line voice, intrastate land-line voice, located in the King County Communications Center
- EAS relay network public safety radio and the broadcast industry
- CEMNET State radio
- ARES (Amateur Radio Emergency Service) and RACES (Radio Amateur Civil Emergency Service), 2-way radio and/or email, packet/ Winlink system via ham frequency bands.
- A City owned and operated radio station, AM 1700, is used for general information during times of non-emergencies, and used to distribute emergency broadcasts when an emergency is imminent, in progress, and updates after the emergency.
- Cellular phones
- Satellite phone
- ACU-1000 Radio Interoperability (Gateway) System
- Cable television
- City computer system with Internet access (e-mail)

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- NOAA weather radio
- AM-FM radios
- City's web site
- AlertSense (Currently for staff and volunteer notification only)
- Social Media (Facebook, Twitter, Instagram)

Warning

Whenever City officials are alerted to the threat or occurrence of a hazardous event that could lead to or has resulted in a disaster, the IMT will be activated at the appropriate level, and the situation monitored. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.

Monitoring will consist of the accumulation, display and evaluation of relevant information to form a common operating picture, release of appropriate public-information advisories, and alerting response agencies and organizations and neighboring jurisdictions of the situation.

As soon as it is apparent that the public must take some action to prepare or protect itself, the local warning system will be activated, as deemed appropriate and as time and resources allow. The City has several communication tools to provide warnings, including:

- Activation of the emergency warning flashing on the City's emergency notification signs, and recording of emergency message for use on AM 1700
- Activation of the EAS to disseminate urgent information, and fire and law enforcement units providing audible warnings along specific routes using public-address systems and sirens,
- Provide local warning information to regional television and radio stations, social media or other mechanisms, as deemed appropriate.
- Public information, advisories, and warnings will be updated as necessary until the hazard has subsided.
- Interpretation for non-English speakers is provided through the Issaquah Police Department and/or multilingual City staff.

If necessary, notification of citizens regarding emergency information and instructions may be handled at the incident scene through electronic platforms, door-to-door by uniformed City personnel, mobile public address systems, or any other means available to the command agency at the time. The EAS operates through local radio stations and is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warning in the event of an emergency or disaster.

Notification of citizens regarding emergency information and instructions may be handled through the EAS, mobile public address systems, AM 1700, or any other means available to the command agency at the time.

The Public Information Officers for the City may send emergency public safety information through conventional methods such as e-mail, text messaging, twitter and broadcast fax to local media broadcasters.

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Weather advisories, watches, and warnings are provided via voice, data, and radio by the National Weather Service and received by City Staff. On-Call Staff monitor the messages on a 24-hour basis and determine when to notify appropriate personnel. The National Weather Service (Seattle Office) is also capable of sending civil emergency notices to their network of weather radios at the request of local public safety officials. The newer generation weather radios are self-activated when warnings are initiated. National Oceanic and Atmospheric Administration (NOAA) Weather Radios are monitored during and prior to incidents. The City's AM radio station receives and pre-empt normal broadcasting when NOAA issues an emergency alert. The Public Works Operations Department has a contract with a private firm for detailed weather forecast specific to Issaquah.

RESPONSIBILITIES

Director of Emergency Management / Emergency Management Coordinator

Before the Event

- Confirm the EOC is maintained in a configuration to support the warning system and efficient and effective communications.
- Include communications and warning as part of the citywide emergency management training program. Initiate the appropriate warning system(s). NOTE: The Issaquah Police Department and/or Eastside Fire and Rescue may have the responsibility of initial emergency warning of persons in an immediate danger area.
- Ensure the flood warning system is operational and monitored.
- Train volunteer personnel involved in the emergency communications system. Provide warning, information and instructions to key officials, the private sector, other agencies and the general public.

During the Event

- Coordinate public information and warnings through the City's Communication Coordinator, surrounding cities, and the King County ECC, as deemed appropriate.
- Support emergency management activities including EOC and incident command operations.
- Ensure the flood warning system is operational and monitored on a 24-hour basis during times of potential flooding.
- Assure that volunteers are appropriately registered and deployed.
- Obtain a State of Washington mission number for each incident (before the incident if possible).
- Coordinate the repair and maintenance of City communication systems during times of disasters.

After the Event

- Coordinate the recovery efforts of the City through communication with City staff, King County, the State of Washington, and Federal resources.

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- Coordinate the repair and maintenance of City communication systems after a disaster.
- File all required after-action reports and State required emergency incident reports.

City of Issaquah Executive Department, Communications Coordinator

Before the Event

- Develop appropriate notification lists and procedures to advise community members and groups on how to communicate with the City and other agencies before, during and after a major disaster occurs.
- Develop and maintain reliable internal and external communication tools.
- Program emergency notification warnings that can be used prior to, during and after a disaster.

During the Event

- Activate public information messages via the City's communication tools as appropriate to inform the public on evacuation routes if available, sheltering options, and other critical information.
- Coordinate all public information and warnings with the Incident Commander and surrounding cities through the King County Office of Emergency Management as deemed appropriate prior to release of information.

After the Event

- Continue to inform the public on steps for assistance in recovering from the disaster.
- Coordinate all public information with the Incident Commander and surrounding cities through the King County Office of Emergency Management as deemed appropriate prior to release of information

City of Issaquah Police Department

Before the Event

- Develop and maintain procedures to provide law enforcement communications in the Issaquah Police Communications Center.
- In coordination with the Director of Emergency Management or his designee, train personnel in proper communications methods with the IMT before an IMT activation, and during an activation if required.
- Provide personnel and equipment to assist in the rapid dissemination of warnings and emergency information.
- Maintain communications capabilities and provide for the use of available personnel and equipment to support emergency communications requirements.

During the Event

- Operate the 911 Center.

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- Initiate call out of the Issaquah Communications Support Team (ICST) to staff the EOC Radio Room if required.
- Make amateur radio operators and volunteers available to the IMT to assist in the EOC Radio Room if requested and feasible.

After the Event

- In coordination with the Director of Emergency Management, maintain personnel staffing and procedures in the Issaquah Police Communications Center to provide 24 hour communications with the public while the community is in the primary recovery stage.

City of Issaquah Information Technology Department

Before the Event

- In coordination with the PIO, develop and maintain equipment to provide communications systems.
- Participate and support the Office of Emergency Management in preparing technology resources, and exercise the resources in coordinated disaster exercises.

During the Event

- Coordinate with the PIO to assist in the warning effort, when requested and as feasible.

After the Event

- Assist the City's PIO when requested and as feasible.

Eastside Fire and Rescue

- In coordination with the Director of Emergency Management or his designee, develop and maintain procedures to provide communications and warning support and services, if requested and as resources allow.
- In coordination with the Director of Emergency Management or his designee, train personnel in proper warning and evacuation methods.

City of Redmond Dispatch Center

- Provide Primary back-up communications and dispatch services for the City of Issaquah E911 Communications Center.

King County Office of Emergency Management

- Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of emergency communication systems in King County.
- Conduct countywide tests and exercises of the communication and warning systems.
- Develop appropriate notification lists and procedures for activating the information and warning system in King County.

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- Disseminate warning information received through NAWAS, EAS, the National Weather Service, etc. to local emergency officials in accordance with SOPs.

NORCOM (North East King County Regional Public Safety Communications Agency)

- Function as a countywide E911 Public Safety Answering Point (PSAP).
- Provide efficient communications and dispatch services to law enforcement, fire, EMS, and other agencies.
- Provide citizen access and 24-hour answering of emergencies through the E9-1-1 reporting system for the safety of life and protection of property.
- Provide direct access via the E9-1-1 emergency number for the speech and hearing impaired, using the teletype (TTY) for the deaf and those with hearing impairments.
- Activate the Emergency Alert System (EAS) when requested (back-up for the King County E911 Communications Center).
- Provide back-up communications and dispatch services for the City of Issaquah E911 Communications Center.

King County E911 Communications Center

- Function as a countywide E911 Public Safety Answering Point (PSAP).
- Provide efficient communications and dispatch services to law enforcement and other agencies.
- Provide citizen access and 24-hour answering of emergencies through the E9-1-1 reporting system for the safety of life and protection of property.
- Provide direct access via the E9-1-1 emergency number for the speech and hearing impaired, using the teletype (TTY) for the deaf and those with hearing impairments.
- Serve as the initial communications, alert, and warning point for the King County Office of Emergency Management.
- Activate the Emergency Alert System (EAS) when requested.

Washington State Emergency Operations Center (SEOC)

- Throughout the emergency, public information staff from the Washington State EOC will work with the Governor's Press Secretary to develop and disseminate information regarding the emergency and Washington State response efforts. Washington State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
- Coordinate with local and Federal agencies on the release of emergency information and instructions.

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Federal Emergency Management Agency (FEMA)

- Coordinates the reestablishment of the critical communications infrastructure, facilitates the stabilization of systems and applications from cyber-attacks, and coordinates communications support to response efforts. Functions include but are not limited to:
 - Coordination with telecommunications and information technology industries
 - Reestablishment and repair of telecommunications infrastructure
 - Protection, reestablishment, and sustainment of national cyber and information technology resources

Oversight of communications within the Federal response structures. Issaquah Communications Support Team (ICST)

- When necessary, amateur radio groups will be used as an additional resource for emergency warning and instruction to the public.
- Assist the Issaquah Police Department 911 Center and the City of Issaquah IMT with communications support as needed.
- Provide communications support for other volunteer groups.

Issaquah Citizens Corps

- The Issaquah Citizens Corps / Community Emergency Response Teams (CERT) will be used in disaster events, and should be prepared to assist the City of Issaquah and other agencies before, during and after a disaster.

Local Media EAS Participants

- Broadcast messages to the public with critical alert information about an emergency or disaster as required by the Federal Communications Commission (FCC). This includes EAS messaging.

CenturyLink

- Provide phone, cable and other voice/data communications for the City government and community.
- Provide damage assessment of communication infrastructure and capabilities to the City of Issaquah IMT.

AT&T

- Provide phone, cable and other voice/data communications for the City government and community.
- Provide damage assessment of communication infrastructure and capabilities to the City of Issaquah IMT.

Verizon

- Provide phone, cable and other voice/data communications for the City government and community.

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- Provide damage assessment of communication infrastructure and capabilities to the City of Issaquah IMT.

REFERENCES

City of Issaquah Emergency Operations Center Manual
City of Issaquah's Communication Manual
King County Office of Emergency Management Communications Plan
King County Comprehensive Emergency Management Plan
King County Emergency Alert System Plan
King County Emergency Operations Center Manual
King County Public Information Officer's Manual
RCW 38.52.110, Use of Existing Services and Facilities - Impressment of Citizenry
Washington State Comprehensive Emergency Management Plan
Washington State Emergency Communication Development Plan
National Response Framework

ATTACHMENTS

None

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ESF-3: PUBLIC WORKS and ENGINEERING

LEAD: City: City of Issaquah Public Works Engineering*
 City of Issaquah Public Works Operations*

SUPPORT: City: City of Issaquah Development Services Department
 City of Issaquah Office of Emergency Management
 City of Issaquah Mayor's Office, Public Information Officer
 City of Issaquah Police Department
 City of Issaquah Parks Department/Facilities Maintenance
 Division
 Eastside Fire and Rescue

 Local: Sammamish Plateau Water
 Cascade Water Alliance

 County: King County Office of Emergency Management
 King County Sheriff's Office

 State: Washington State Emergency Operations Center (SEOC)

 Federal: Federal Emergency Management Agency

 Non-Gov: Water Association

 NOTE: * indicates shared Primary department responsibility

INTRODUCTION

Purpose

To provide for effective coordination and operation of utilities required to meet essential needs during major emergencies and disasters, and to provide for the orderly restoration of utilities affected by an emergency or disaster.

To address technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of water and wastewater facilities and transportation infrastructure, and provisions for potable water and emergency power.

Scope

This Emergency Support Function (ESF) addresses activities including:

- Participation in mitigation and preparedness activities and in needs and damage assessment immediately following the event.
- Emergency clearance of debris to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.

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- Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, and any other facilities necessary for passage of rescue personnel.
- Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.
- Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by local officials as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of lifesaving operations.
- Emergency contracting to support public health and safety.
- Technical assistance including structural inspection of private residences, commercial buildings, and structures, as resources permit.

POLICIES

The City of Issaquah (City) has the right to collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on private property, including debris removal, demolition of unsafe or abandoned structures, removal of debris and wreckage, and administration costs. Assistance may be obtained from the private sector at cost as provided for by RCW 38.52.390.

Except as permitted under RCW 38.52, permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the City Council.

It is the policy of City of Issaquah to utilize the inspection guidance from the Applied Technology Council (ATC), using ATC 20, Procedures for Post-earthquake Safety Evaluation of Buildings, and ATC 45, Safety Evaluation of Buildings after Wind Storms and Floods.

Public Works staff will be mobilized on a case-by-case basis. This will normally be done through the department's notification procedures. As communication systems may fail in a major event, Public Works staff must report to work as soon as possible following obvious major disasters regardless of whether they have been notified.

PLANNING ASSUMPTIONS

A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities including water, stormwater and wastewater systems may be damaged or be partially or fully inoperable. Private utilities may be damaged or out of service including electric, gas, phone and communications systems. Outages may last hours to weeks depending on the severity of the event.

The interruption of critical infrastructure may require mass care services for the effected population.

Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

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Rapid damage assessment of the disaster area will be required to determine potential workload. The City developed Rapid Impact Survey (RIS) will be utilized as soon as possible using City resources as well as resources from Eastside Fire and Rescue and CERT teams if available.

The City is responsible for its own emergency repairs and restoration of services. All requests for assistance processed through incident command.

Assistance from County, State and Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.

Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area. In the aftermath of a disaster private contractors, some of whom may not be qualified to perform the work specified, may descend upon the City. The City must be diligent in its contract review practices to ensure only qualified contractors are selected.

Information will be compiled and analyzed and response will be coordinated by the City's IMT.

CONCEPT OF OPERATIONS

General

The Public Works Engineering (PWE) and Public Works Operations Departments (PWO) are responsible for numerous essential services, including:

- Construction, inspection and maintenance activities for streets, water, sewer, and storm water systems
- Fleet maintenance services

Public Works Operations also maintains a resource of utility maintenance and construction equipment that is available to support the emergency operations of City departments, and neighboring jurisdictions through mutual aid.

Organization

Issaquah Public Works services are provided through two departments; the Public Works Engineering Department and Public Works Operations Department. The Public Works Engineering Department provides engineering services and construction inspection.. The Public Works Operations Department provides operations and maintenance services for streets, water, sewer, storm water and fleet maintenance activities.

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In the event of an emergency, the Directors of Public Works Engineering and Operations will provide staff for, and integrate operations with, the IMT. The IMT will compile facility damage evaluations, mobilize staff and resources, direct and coordinate restoration of services, and coordinate with other public and private agencies and service providers. Should the situation warrant, the IMT will provide for and coordinate mass care services, including general population and pet sheltering. Solid Waste service are provided by contract with a private hauler. The contract is administered by the Issaquah Office of Sustainability. King County Solid Waste Division provides solid waste disposal services to the King County region exclusive of the city of Seattle.

King County disaster debris management is organized under the King County Debris Management Plan which covers thirty-seven cities in King County, including the City of Issaquah. Additionally, the City of Issaquah has prepared a local debris management plan (see Support Annexes).

City staff, volunteers, outside agency staff and contractors will be credentialed at the appropriate level to ensure access to critical sites. Credentialing will be performed by emergency management staff in coordination with the IMT resource unit.

The IMT shall provide direction and control over department resources. Department personnel shall operate according to specific directives, department standard operating procedures (SOPs) and emergency operating procedures (EOPs), and by exercising reasonable personal judgment when unusual or unanticipated situations arise and command guidance is not available.

Emergency water demand reduction measures are addressed in detail in the City of Issaquah Water Shortage Contingency Plan (WSCP). During drinking water quality emergencies, the Issaquah Water Department will follow the procedures described in the City of Issaquah Drinking Water Emergency Response Plan.

Response and recovery coordination with private utilities/businesses responsible for electricity, natural gas, telephone, cable, will be coordinated through the IMT. Private utility providers include Puget Sound Energy, AT&T Broadband Cable, CenturyLink, Comcast Cable and Verizon. Emergency demand reduction measures for private utilities are regulated by the Washington Utilities and Transportation Commission. Under direction from the IMT, Parks Facilities, PWE and PWO will provide damage assessment of public facilities and the Development Services Department will inspect private structures and post appropriate notices. PWO will provide for emergency repair and restoration of all city-owned public facilities. Priority will be given to facilities that provide critical and essential services. The IMT will coordinate with King County/Metro, Cascade Water Alliance, Washington State Departments of Health and Ecology, Public Health - Seattle & King County and local water purveyors, as appropriate, to identify and resolve issues where regional and local facility operations could affect one another. The IMT will communicate health and environmental hazards to appropriate agencies.

Additionally personnel in the following have been trained to assess disaster damage:

- City of Issaquah Development Services Department
- City of Issaquah Parks and Recreation/Facilities Maintenance Division
- City of Issaquah Police Department

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- Eastside Fire and Rescue
- Issaquah CERT
- Issaquah IMT Support Team

Under the direction of the IMT debris management will be conform to the latest version of the City of Issaquah Debris Management Plan.

RESPONSIBILITIES

City of Issaquah Public Works Engineering

Before the Event

- Direct, control, and coordinate the engineering, inspection, solid waste handling and construction administration activities of the City of Issaquah.

During the Event

- Integrate with the IMT.
- Mobilize engineering personnel and equipment to conduct response and recovery activities.
- Provide engineering personnel support to City departments for emergency engineering services.
- Work with the Public Works Operations Department to provide for the emergency construction, maintenance and repair of City infrastructure.
- Provide emergency contracting services to support public health and safety and restoration of critical public facilities.
- Request the recruitment of special engineering support not available through the City of Issaquah.

After the Event

- Document damages and costs relating to damage sustained during the emergency or disaster.
- Assess environmental damage to streams, shorelines and steep slopes and make recommendations for repair and/or mitigation.
- Coordinate with the IMT and PIO on public information to be disseminated.
- Assist the Development Services Department with damage assessment of buildings and facilities, as directed by Incident Command.
- Coordinate with local engineering firms for additional assistance with inspections.

City of Issaquah Public Works Operations

Before the Event

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- Direct, control, and coordinate the public works activities of the Public Works Operations Department.
- Assess the operational status of street, water, sewer and storm water systems.
- Protect City facilities from flooding and surface water runoff through flood fighting capabilities and mitigation projects.
- Monitor river levels and report information to the PIO for dissemination to citizens and businesses.

During the Event

- Integrate with the IMT to:
- Work with the Engineering Department to provide for the emergency construction, maintenance and repair of City infrastructure.
- Request the recruitment of heavy equipment and personnel support required in support of emergency and public works activities.
- Utilize volunteer personnel and equipment as available and as required.
- Continue to monitor river levels and report information to the IMT for dissemination to citizens and businesses.
- Mobilize public works personnel and equipment to conduct response activities.
- Appoint other staff persons to manage and coordinate emergency field operations.
- Establish liaison with Public Works departments of counties, cities, and private organizations involved in mutual aid.
- Ensure the department conducts activities necessary to meet records management and protection requirements.
- Maintain operations of water, sewer and storm water facilities within the City.
- Establish and maintain evacuation routes as directed by the IMT
- Coordinate fuel-dispensing services for City-owned equipment and vehicles.
- Maintain and repair fleet vehicles and equipment.

After the Event

- Provide post-event serviceability of facilities and structures.
- Provide support to the Development Services Department in the safe evaluation of structures during rescue operations.
- Coordinate damage assessment and post-disaster safety inspections of city-owned buildings and facilities.
- Mobilize public works personnel and equipment to conduct recovery activities.
- Provide for priority restoration of critical facilities.
- Coordinate for removal of debris with the contracted service provider for solid waste.

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- Provide damage assessment of streets to the IMT.
- Provide debris removal, emergency protective measures, emergency temporary repair, and/or construction to maintain passable vehicular circulation of priority routes.
- Provide damage assessment and emergency repairs for all City-owned equipment and vehicles.
- Provide vehicles to transport debris and wreckage.

City of Issaquah Mayor's Office, Public Information Officer

During the Event

- Prepare and coordinate all press releases and briefings with Incident Command.
- Coordinate with affected jurisdictions to ensure the public receives accurate and consistent information.
- Assist in the preparation of briefings to the Mayor, public officials, and IMT Staff.
- Respond to media and citizen's information calls.

City of Issaquah Development Services Department

Before the Event

- Identify Critical Infrastructure in the City and determine how the Critical Infrastructures will be reviewed and by whom.
- Schedule training for selected personnel from the Building Department and other selected City departments on how to assess buildings and other infrastructure using Applied Technology Council (ATC) guidelines after the impacts of floods, severe storms and earthquakes.
- Prepare the necessary documents and supplies needed to do ATC assessments after the impacts of floods, windstorms and earthquakes.

During the Event

- Conduct required inspections of public buildings, beginning with structures listed as Critical Infrastructure.
- Report the assessment finding as soon as possible to the IMT.

After the Event

- Conduct required inspections for the construction of emergency structures.
- Coordinate damage assessment and post-disaster safety inspections of public assembly buildings (i.e. schools, major food chains), if requested and as resources allow.
- Enforce City ordinances and State law regulating construction during new or reconstruction efforts prior to and after an emergency or disaster.

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- Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.

City of Issaquah Police Department

- Provide assistance in implementing street closures and detours.
- Provide perimeter control due to unsafe conditions, if requested and as resources allow.

City of Issaquah Parks and Recreation/Facilities Maintenance Division

- Provide assistance in the Preliminary Damage Assessment after a disaster.

Eastside Fire and Rescue

- Provide support in establishing and maintaining on-scene command posts.
- Provide support in evacuating citizens from potential flood or environmental hazard areas, as appropriate.

King County Office of Emergency Management

- Coordinate King County EOC activation and call out of essential representatives.
- Coordinate countywide roads, facility, and infrastructure recovery efforts.
- Issue warnings to the public in coordination with the City PIO.
- Activate the Emergency Alert System (EAS), if deemed necessary.
- Coordinate resource requests from the City for labor, equipment, materials and technical experts.
- The King County Office of Emergency Management will provide engineering services primarily to lands and facilities under its jurisdiction and lend support to City government, if requested and as circumstances allow. Supplemental assistance may be requested from the Washington State Emergency Operations Center (SEOC) through the King County Office of Emergency Management.

King County Sheriff's Office

- Provide assistance in implementing street closures and detours, if requested and as resources allow.
- Provide perimeter control due to unsafe conditions, if requested and as resources allow.

Sammamish Plateau Water (SPW)

- Maintain, service, and repair all water and sewer infrastructure in their jurisdiction that provides service to residents and businesses in the City of Issaquah.
- Communicate service disruptions or potential service disruptions and repairs to the City of Issaquah Incident Command, and maintain communication with the City regarding their water and sewer infrastructure in the City.

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Cascade Water Alliance

- Maintain, service, and repair all water infrastructure in their jurisdiction that provides service to residents and businesses in the City of Issaquah.
- Communicate service disruptions or potential service disruptions and repairs to the City of Issaquah Public Incident Command, and maintain communication with the City regarding their water infrastructure in the City.

Washington State Emergency Operations Center (SEOC)

- Appropriate Washington State agencies will be alerted of possible requirements for emergency engineering services, and will coordinate State assets, and request Federal assistance to support local emergency engineering efforts if needed. State departments/agencies that support emergency engineering efforts are identified in the Washington State Comprehensive Emergency Management Plan, ESF 3, Utilities and Engineering.
- As available and appropriate, Washington State will provide engineering services primarily to lands and facilities under its jurisdiction and lend support to local government, if requested and as circumstances allow. Supplemental assistance may be requested through local and State emergency management channels.

Federal Emergency Management Agency (FEMA)

- The National Response Framework, ESF 3, Public Works and Engineering, provides for Federal response and support to assist State and local government. The primary Federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of Federal activation, King County will coordinate with other local, State, and Federal agencies.
- If direct Federal assistance has been authorized by the President under an Emergency or Major Disaster Declaration, FEMA may issue a mission assignment to those Federal agencies possessing the needed expertise or assets, only when it is verified to be beyond the capability of the affected State and local governments.

REFERENCES

Eastside Fire and Rescue – Standard Operating Procedures

City of Issaquah Emergency Operations Center Manual

City of Issaquah Debris Management Plan

King County Comprehensive Emergency Management Plan

Washington State Comprehensive Emergency Management Plan

National Response Framework

ATTACHMENTS

None

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2016 Comprehensive Emergency Management Plan**

ESF-4: FIREFIGHTING

LEAD:	City:	Eastside Fire and Rescue
SUPPORT:	City:	City of Issaquah Office of Emergency Management City of Issaquah Police Department City of Issaquah Public Works Operations City of Issaquah Development Services Department
	Local:	Other Fire Agencies
	County:	King County Office of Emergency Management
	State:	Washington State Emergency Operations Center (SEOC) Washington State Department of Corrections Washington State Department of Natural Resources Washington State Patrol, Office of the Fire Marshal
	Federal:	Federal Emergency Management Agency U.S. Department of Agriculture, Pacific Northwest Region, United States Forest Service
	Non-Gov:	None

INTRODUCTION

Purpose

To identify the City of Issaquah's (City) support activities relating to fire services within the City.

Scope

This Emergency Support Function (ESF) addresses the City's support activities relating to the detection and suppression of fires.

POLICIES

Eastside Fire and Rescue (EFR) Standard Operating Procedures (SOP).

PLANNING ASSUMPTIONS

The National Incident Management System (NIMS) will be used for all fire-related incidents within the City.

The City will function in a support role to Fire Command for fire services in the City.

CONCEPT OF OPERATIONS

Eastside Fire and Rescue (EFR) provides fire protection services both inside and outside of the City.

Eastside Fire and Rescue is the lead agency for fire suppression operations within the City.

King County is divided into three (3) Fire Zones. Issaquah is located within Fire Zone 1. The

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King County Fire Resources Plan (separately published document) provides for the coordination of countywide fire resources during localized emergencies. The Washington State Fire Services Resource Mobilization Plan provides for the coordination of statewide and interstate fire resources during localized emergencies. During localized emergencies expanding beyond the City limits of Issaquah but within Zone 1, fire resources will be requested via NORCOM. When resources in Zone 1 are exhausted or unavailable, the Zone 1 Fire Coordinator will contact the county coordinator to coordinate the zone-wide allocation of incoming fire resources.

Eastside Fire and Rescue is a member of the Issaquah Incident Management Team (IMT) and will integrate with the IMT when the situation warrants or requested by the City of Issaquah. Eastside Fire and Rescue may activate the Issaquah IMT.

RESPONSIBILITIES

Eastside Fire and Rescue

Before the Event

- Provide fire suppression and control and immediate life-safety services within the City.
- Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
- Train personnel to the appropriate level for their required response.
- Participate in emergency response exercises, drills, and training.
- Conduct testing of hydrants located in the City, and forward all reports of hydrants requiring maintenance to the City for their follow-up.

During the Event

- As dictated by the incident, integrate with Issaquah IMT.
- Provide fire suppression and control and immediate life-safety services within the City.
- Support evacuation and recovery efforts, if requested and as resources allow.
- Alert personnel with emergency response functions.
- Implement SOPs and provide resources and support, as requested and as available.
- Provide regular status reports and information regarding operation and resource needs to the IMT, when activated and if requested.

After the Event

- Support recovery efforts as identified in department SOPs.
- Participate in debriefing and critiquing organized by the Director of Emergency Management or his designee, or by Fire Command of Eastside Fire and Rescue.

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City of Issaquah Office of Emergency Management

- Provide support and coordination as requested by EFR to include full IMT activation if necessary

City of Issaquah Police Department

- Provide incident scene security, traffic control, and evacuation, if requested and as resources allow.

City of Issaquah Department of Public Works Operations

Before the Event

- Provide regular maintenance to hydrants located within the City.

During the Event

- Manage City water supplies to support fire-fighting activities.
- Provide operational support with equipment, staff trained in the use of the equipment, traffic control, and control of utilities during an emergency or disaster.

After the Event

- Provide assistance in the clean-up and removal of debris caused by a fire related incident.
- Ensure hydrants located within the City are in good service and capable of providing sufficient quantity of water for fire protection.
- Plan for and install new hydrants where needed for maximum fire protection.

City of Issaquah Development Services Department

- Provide technical expertise in the evaluation of damaged structures, if requested and as resources allow.

Other Fire Agencies

- Provide mutual aid assistance to Eastside Fire and Rescue, if requested and as resources allow.

King County Office of Emergency Management

- Provide logistical and other support to emergency fire services providers upon request from the Incident Commander or the EOC Emergency Fire Services representative.

Washington State Emergency Operations Center (SEOC)

- Coordinate assistance to local government.

Washington State Department of Corrections

- Provides trained minimum-security inmate firefighters to supplement the efforts of the Department of Natural Resources in suppressing and controlling forest fires and provide personnel for other activities.

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Washington State Department of Natural Resources

- Coordinates fire suppression efforts and provides resources to control wildland fires in the State on Department of Natural Resources protected lands. The Department of Natural Resources may provide resources for non-Department of Natural Resources protected lands, if available, at reasonable cost.
- Assesses damage as a member of the Federal Agency Support Team (FAST).

Washington State Patrol, Office of the Fire Marshal

- Coordinate assistance to local government for fire activities and mobilization resources per the provisions of the Washington State Fire Services Resource Mobilization Procedures.

Federal Emergency Management Agency

- Administers fire suppression assistance to the state pursuant to PL 93-288 of the Disaster Relief Act of 1974, Section 417, when a fire destruction threat would constitute a major disaster.
- Provides training for fire suppression and hazardous materials control to local fire jurisdictions through the National Fire Academy in Emmitsburg, Maryland.

United States Forest Service

- Acts as the Principal Advisor to the FEMA Regional Director to assist in the administration of the terms of the Federal/State Agreement for Fire Suppression.
- Provides protection in National Forests and assists in control of fires that threaten to spread from nearby lands into National Forests.

United States Department of Agriculture, Pacific Northwest Region, United States Forest Service

- Fire suppression and control assistance by pre-established agreement.

REFERENCES

City of Issaquah Emergency Operations Center Manual
Eastside Fire and Rescue – Standard Operating Procedures
King County Comprehensive Emergency Management Plan
King County Office of Emergency Management
Emergency Operations Center Manual
King County Fire Resource Plan
South Puget Sound Region Fire Defense Mobilization Plan
RCW 39.34, Interlocal Cooperation Act
RCW 43.43, Washington State Patrol - State Fire Services Mobilization Plan
Washington State Comprehensive Emergency Management Plan
Washington State Department of Health – Sizing Guidelines for Water Systems

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Public Law 93.288, Disaster Relief Act of 1974, as amended by Public Law 100- 707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act

National Response Framework

Interstate Mutual Aid Compact

ATTACHMENTS

None

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ESF-5: EMERGENCY MANAGEMENT

LEAD: City: City of Issaquah Office of Emergency Management

SUPPORT: City: All City Departments
City of Issaquah City Attorney (Contractor to the City)
City of Issaquah Finance Department, IT Division
City of Issaquah Human Resources Department
City of Issaquah Mayor's Office, Public Information Officer
City of Issaquah Mayor's Office, City Clerk
City of Issaquah Finance Department, Risk Management Division
City of Issaquah Parks and Recreation Department
City of Issaquah Police Department
Eastside Fire and Rescue

Local: Issaquah Unified School District

County: King County Office of Emergency Management
Public Health - Seattle & King County

State: Washington State Emergency Operations Center (SEOC)

Federal: Federal Emergency Management Agency

Non-Gov: Issaquah Citizen Corps

INTRODUCTION

Purpose

To collect, process, analyze, disseminate, and use information about a potential or actual emergency or disaster situation.

To provide guidance in reporting response and recovery information to local and State emergency management agencies.

Scope

This Emergency Support Function (ESF) addresses the informational needs of the Incident Management Team (IMT) for assessing a disastrous situation and directing related response and planning efforts.

POLICIES

It is the policy of the City of Issaquah (City) to disseminate current and accurate information and request the same from outside agencies and volunteer organizations during times of IMT activations. The analysis of this information and planning for anticipated resources will occur in support of emergency or disaster-response and recovery activities.

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PLANNING ASSUMPTIONS

There will be an immediate and continuing need to collect, process, and disseminate situational information to identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities.,

Information will be provided by field personnel, responders, volunteers, the public, the media and others.

Information collection may be hampered due to many factors including: damage to the communication systems, communications system overload, damage to the transportation infrastructure, effects of weather, smoke, and other environmental factors.

Urgent response requirements during an emergency or disaster, or the threat of one, and the plan for continued response and recovery activities, necessitates the immediate and continuing collection, processing, and dissemination of situational information.

Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.

CONCEPT OF OPERATIONS

The City of Issaquah uses a Type IV Incident Management Team operating under the ICS system to manage emergencies and disasters. The IMT uses the Emergency Operations Center (EOC) as its base of operations which, depending on the event type, may be combined with the command post. No separate department operating centers or EOC staff exists under this system. All emergency management response and initial recovery functions and the departments that perform them are directed, controlled and coordinated by the IMT.

Whenever any part of the City is threatened by a hazard that could lead to an emergency or disaster, or when an emergency or disaster situation exists, the IMT will be activated at the appropriate level to assess the situation.

The Operations Section Will:

- Deploy resources to address immediate and emerging hazards with the following priorities: saving lives, incident stabilization, property and environment protection.
- Prepare an ICS 201, Incident Briefing form documenting initial notification and actions.
- Work with the Planning Section to prepare an Incident Action Plan (IAP).
- Participate in planning meetings as required.
- Initiate the Rapid Impact Survey system to collect damage intelligence.

The Planning Section will:

- Collect, record, disseminate information to the appropriate staff, and facilitate the dissemination of information to appropriate field personnel, responders, supporting and assisting agencies, elected officials, partners, neighboring jurisdictions, King County Office of Emergency Management and Washington State Emergency Management Division.
- In coordination with the City Attorney (if available and time permits), prepare an Emergency Proclamation and obtain the Mayor's signature.

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- Assessment and display of the hazard's impact, including the boundaries of the affected area and the distribution, type, and magnitude of damage.
- Analyze information for future response and recovery needs.
- Establish and incident clock.
- Prepare the IAP.
- Check-in, track and de-mobilize resources.
- Consolidate information into logs, maps and reports to form a common operating picture to keep others informed and to document relevant activities.

The Logistics Section will:

- Analyze information for immediate resource needs.
- Track and fill local resource requests.
- Place and track resource requests to KCOEM or WSEMD as appropriate
- Use the Regional Coordination Framework or the Washington State Mutual Aid System (WAMAS) as needed.
- Advise Incident Command regarding establishing priorities in the event of a scarcity of resources.
- Provide for and maintain incident facilities, communications, food and ground support systems.

The Finance Section Will:

- Advise Incident Command on all matters relating to incident finance and administration.
- Provide for and track procurement, timekeeping, claims and incident costs.

Using the analyzed information to identify trends and determine courses of action for responding to a hazard or its effects. Planning will focus on response strategies and resource requirements beyond those needed for immediate response, attempting to anticipate future actions and needs. The planning horizon may be the next hour, 24 hours, or weeks, depending on the scenario and situation.

Planning information will be shared with King County Office of Emergency Management (KCOEM), as well as other IMT functional positions and incorporated in appropriate displays.

The planning staff, in coordination with the operations staff, will recommend courses of action for immediate and future activity, including the need for specific resources identified as part of the planning process.

Once a planning cycle has ended, the planning staff will immediately commence planning for the next cycle.

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Whenever information is lacking, contains insufficient detail, is ambiguous, or is conflicting, recommendations or decisions will be made on the best analysis possible under the circumstances using the combined talents of the staff then assembled.

Analysis and planning will continue until the IMT is deactivated. The analysis and planning functions may be transferred to individual City departments following deactivation.

RESPONSIBILITIES

City of Issaquah Office of Emergency Management

Before the Event

- Ensure development of IMT procedures for coordinating information management, including flow, recording, dissemination, display, analysis, use, and reporting.
- Maintain the EOC in a configuration to support the IMT functions.
- Ensure development of policies and procedures to assist the IMT with obtaining appropriately trained personnel to support IMT functions.
- Train new personnel on how to work in the IMT and provide refresher training to those previously trained in IMT operations.

During the Event (Through the IMT)

- Integrate with the IMT.
- Ensure that situational reports are forwarded to the Mayor's Office, Executive Staff, King County Office of Emergency Management and others in a timely manner by email, fax or other available means.
- Provide instructions to all City government departments for the retention of information and data, and procedures for forwarding operational report information to the IMT.
- Ensure a coordinated response using the IMT.
- Collect and prepare special reports required to support requests for assistance.
- Coordinate data collection, informational analysis and preparation of reports.
-

After the Event

- Provide the opportunity for receiving after action feedback from IMT staff members in a timely manner as well as giving feedback on the overall response by the City to the emergency.
- Coordinate Stafford Act disaster recovery processes.

City of Issaquah Police Department

- Integrate operations with the IMT.
- Provide public safety and security in the City of Issaquah during and after an emergency.

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- Provide operational and planning assistance to the Director of Emergency Management before, during and after an emergency.

City of Issaquah City Attorney (Contractor to the City)

- Provide legal advice to City officials on matters relating to emergency management authority and responsibilities.

City of Issaquah Municipal Court

- Maintain liaison with the Issaquah Division of the King County District Court concerning criminal and civil court proceedings scheduled during the time of the emergency.

City of Issaquah Public Works Engineering Department

- Integrate with the IMT.
- Provide GIS mapping for the IMT and the community in evacuation routes and other critical information needed during an emergency or disaster.

City of Issaquah Finance Department, Information Technology Division

- Integrate with the IMT.
- Support and maintain information technology systems, including telecommunication system.

City of Issaquah Finance Department, Risk Management Division

- Provide a liaison with insurance carriers for the City before, during and after an emergency or disaster.
- Expedite contract processing.

City of Issaquah Human Resources Department

- Provide employee assistance during and after a disaster.
- Support reassignment of City employees before, during and after a disaster in coordination with the Office of Emergency Management and all the departments within the City.
- Provide for employee counseling and rehabilitation as needed.
- Provide training and education as needed before, during and after a disaster.
- Provide support for volunteer resource management, including CERT, Issaquah Citizen Corps and donations from citizens, corporate organizations and private agencies.

City of Issaquah Mayor's Office, Public Information Officer

- Integrate with the IMT.
- Represent the City of Issaquah at press conferences, public hearings, and other public events, as directed by Incident Command.

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- Receive the Incident Commanders approval for all major information releases and briefings.
- Coordinate with Incident Command and other local jurisdictions when information is to be released on the EAS and other shared information systems.
- Gather and coordinate emergency public information for timely release to the public.
- Notify appropriate agencies to assist in the dissemination of emergency public information.
- Give regular information briefings to City officials, news media and the public, as authorized by Incident Command.
- Provide information to City of Issaquah departments that may dispense information so that everyone is given the same message.
- Provide pre-printed emergency public information brochures for distribution to the public.
- Recommend appropriate location(s) for public official and media briefings to the IMT.
- Monitor media coverage and public reaction and perceptions and identify rumors and misinformation as soon as possible. Prepare correction, if applicable.
- Develop appropriate notification lists and procedures to advise community members and groups on how to communicate with the City and other agencies before, during and after a major disaster occurs. Include special populations such as the handicapped, the elderly and infirm, schools, daycare centers and nursing homes.
- Program emergency notification warnings that can be used prior to, during and after a disaster.
- Activate public information messages as appropriate to inform the public on evacuation routes if available, sheltering options, and other critical information.
- Coordinate all public information and warnings with the Incident Commander, and surrounding cities and agencies through the King County Office of Emergency Management as deemed appropriate prior to release of information.
- Continue to activate and coordinate public information messages as appropriate to inform the public on steps for assistance in recovering from the disaster.
- Provide updated information on emergency services including staging areas, public shelters, evacuation routes, and instructions to the media and public.

City of Issaquah Mayor's Office, City Clerk

- Secure vital City records during an emergency.

City of Issaquah Parks and Recreation Department

- Integrate with the IMT.

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- Assist the American Red Cross or other non-governmental organizations (NGOs) in shelter activities, to include feeding and sheltering individuals before, during or after a disaster.
- Activate City-sponsored only shelters and feeding facilities for individuals before, during or after a disaster.
- Time permitting and resources allowing, trained personnel may provide:
 - Damage assessment of City-owned buildings and facilities.
 - Damage assessment for other publicly used buildings and facilities.
- Assist other Departments as needed before, during or after a disaster.

Eastside Fire and Rescue

- Integrate with the IMT.
- Provide fire prevention, fire suppression and emergency medical response in the City of Issaquah before, during and after an emergency.
- Provide operational and planning assistance to the Director of Emergency Management before, during and after an emergency.

Issaquah School District

- Report situational assessment information to the City of Issaquah IMT.
- Coordinate with the City before an emergency or disaster occurs on how the City may use school district busses for transporting members of the community away from areas that are at risk due to emergencies or disasters, and transporting them back to the community after an emergency or disaster.

King County Office of Emergency Management

- Provides coordination for all public and private agencies and special districts in King County in preparing for, responding to and recovering from emergencies and other disasters.
- Coordinates resources and personnel from King County, the State of Washington and other municipalities, special districts and private agencies to help the City of Issaquah respond to and recover from emergencies and other disasters.
- Public Health - Seattle & King County Coordinates the collection, reporting and analysis of casualties and environmental health effects.
- Takes the lead role in preparing and educating municipalities, businesses and the community in issues relating to pandemics and other health issues.
- Coordinates the organization and mobilization of temporary morgues, and coordinate death investigations and the disposition of human remains.

Washington State Emergency Operations Center (SEOC)

- Coordinate assistance to local government for all emergency management activities and mobilization of resources as needed and as available.

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Federal Emergency Management Agency

- Coordinate assistance to local government through the State of Washington for all emergency management activities and mobilization of resources as needed and as available.

Issaquah Citizen Corps

- Assist the City's Office of Emergency Management in the education of citizens in emergency response.
- Respond to emergency events before, during and/or after a disaster as needed and requested by the City or other public agency.

REFERENCES

City of Issaquah Emergency Operations Center Manual
King County Comprehensive Emergency Management Plan
King County Emergency Operations Center Manual
Washington State Comprehensive Emergency Management Plan
National Response Framework

ATTACHMENTS

Attachment A: Example of Emergency Proclamation
Attachment B: Essential Elements of Information

APPENDICES

Appendix A: Fiscal and Administrative Procedures
Appendix B: Financial Management Plan
Appendix C: Worker Safety and Health Requirements

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Emergency Support Function 5

ATTACHMENT A: EXAMPLE OF EMERGENCY PROCLAMATION



PROCLAMATION OF EMERGENCY

WHEREAS, the City of Issaquah Office of Emergency Management has reported to the Mayor, that beginning [date and time], a [description of incident] has caused an emergency by causing or threatening damage and injury in the City of Issaquah; and

WHEREAS, damage has and is occurring to [describe damage, e.g., city roads and bridges, private roads, homes, businesses and farmlands or other property], and property is and will be further threatened or damaged unless further efforts are taken to reduce the threat or risk; and

WHEREAS, persons are and will be threatened or injured unless further efforts are taken to reduce the threat or risk to life; and

WHEREAS, there is an emergency present which necessitates utilization of emergency powers granted pursuant to that Plan, the City of Issaquah Municipal Code, Chapter 2.62.030-040, and RCW 38.52.070(2);

NOW, THEREFORE, I, [Mayor's name], as the Mayor of the City of Issaquah, as a result of the above-described situation, hereby proclaim that a State of Emergency exists in the City of Issaquah, and direct that the plans and procedures described in the City of Issaquah Comprehensive Emergency Management Plan be implemented. In addition, the Office of Emergency Management is instructed to coordinate all incident-related assistance to the affected areas, including outside assistance necessary to respond to or recover from the emergency or disaster. Departments and agencies of the City of Issaquah are authorized to enter into contracts and incur obligations necessary to combat the emergency to protect the health and safety of persons and property and to provide emergency assistance to the victims of the emergency, and to exercise these powers in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by laws (excepting mandatory constitutional requirements).

DATED this [] day of [] [month], 20[] in Issaquah, WA.

[signature of Mayor]

Mayor
City of Issaquah, Washington

Emergency Support Function 5

ATTACHMENT B: ESSENTIAL ELEMENTS OF INFORMATION

The essential elements of information, which may or may not be immediately or readily available to City staff but are of common need to one or more response activities, may include the following.

OVERALL DISASTER INFORMATION

- _____ 1. Boundaries of the disaster area
- _____ 2. Social/economic/political impacts
- _____ 3. Jurisdictional boundaries
- _____ 4. Status of transportation systems
- _____ 5. Status of communications systems
- _____ 6. Access points to the disaster area
- _____ 7. Status of public utilities
- _____ 8. Hazard specific information
- _____ 9. Weather data affecting operations
- _____ 10. Seismic or other geophysical information
- _____ 11. Status of critical facilities
- _____ 12. Status of key personnel
- _____ 13. Status of disaster or emergency declaration
- _____ 14. Major issues/activities
- _____ 15. Overall priorities for response
- _____ 16. Status of upcoming activities
- _____ 17. Status of community housing and shelter
- _____ 18. Status of critical public health issues (Water supply, food, sanitation, waste, infection, or hazardous waste)
- _____ 19. Extent of damage to private property

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Emergency Support Function 5

APPENDIX A: FISCAL AND ADMINISTRATIVE PROCEDURES

PURPOSE

To provide for the effective direction, control, fiscal management and coordination of emergency management activities undertaken in accordance with the City of Issaquah (City) Comprehensive Emergency Management Plan (CEMP).

To ensure continued operation and continuity of City government and its functions during and after an emergency or disaster.

To ensure the preservation of public and private records essential to the continued operations of government and the private sector.

POLICIES

The City Council recognizes the provisions of RCW 42.14, the Continuity of Government Act, for the continuation of local government due to incapacitation because of an emergency or disaster, as specifically provided by 42.12.070: The legislative authority of each political subdivision, subject to the provisions of this chapter, shall adopt rules and regulations providing for appointment of temporary interim successors to the elected and appointed offices of the political subdivisions.

The City will coordinate its activities with surrounding Cities, King and with other jurisdictions within King County.

The Mayor has executive authority for the direction and control of emergency operations.

PLANNING ASSUMPTIONS

The City will continue to be exposed to the hazards noted in the City of Issaquah annex to the Regional Hazard Mitigation Plan and following a hazardous event, may sustain sufficient damage, including loss of life and destruction of infrastructure that may overwhelm traditional emergency services.

Activation of the Incident Management Team (IMT), with appropriate staff and resources, can facilitate coordination of disaster response and recovery activities, thereby reducing personal injury and damage to property and the environment.

The effects of an emergency or disaster on personnel and infrastructure, as well as family responsibilities, may cause delays before the IMT can be fully activated.

CONCEPT OF OPERATIONS

General

The Incident Command System shall be used for emergency operations direction, control, and coordination of all emergency events.

Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records.

Direction and Control

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Emergency management in the City is established by Washington State law, RCW 38.52, Emergency Management. Other City, County, and State laws and ordinances provide guidance for how the City conducts business during an emergency or disaster. (See Appendix 3, Authorities and References)

Once an emergency or disaster has occurred, emergency management direction and control is delegated to Incident Command and the IMT in cooperation with local jurisdictions, volunteer organizations, and the private sector, as deemed appropriate.

Direction and control can be conducted using the existing communications systems that are part of emergency management or communications that have been specifically established for emergency management operations (See Emergency Support Function 2, Communications)

Coordination

Incident Command and the IMT provides the means for coordinating resources and assets necessary to alleviate emergency or disaster impacts on residents and public entities. Coordination occurs with Federal, State, and local jurisdictions, as well as other special purpose districts, volunteer agencies, and private businesses.

Continuity of Government

City Council and Mayor

RCW 42.14, the Continuity of Government Act, establishes provisions for the continuation of government in the event its leadership is incapacitated or the traditional place of meeting is unusable.

RCW 42.12, Vacancies, provides for the filling of vacant elective offices by the City Council.

The line of succession for elected City officials shall be the Mayor and then the Mayor Pro-Tem. Further lines of succession shall be determined by the City Council as absences or vacancies occur.

Essential Records Preservation

All departments under the guidance of the City Clerk shall identify records essential for continuity and preservation of government.

The City Clerk shall ensure identified records are secured and available following a disaster.

Emergency Operations Center

The City's IMT will coordinate emergency and disaster activities from a central location, referred to as the Emergency Operations Center (EOC), which has communications capabilities to conduct such activities.

The EOC will:

- Collect, record, analyze, display, and distribute information.
- Coordinate public information and warning.

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- Coordinate City government emergency activities.

The IMT may be activated to whatever level is deemed appropriate for the specific circumstances. Initial activation of the IMT can be made by any department when internal resources have, or will be exceeded, or for intra or interagency coordination.

Citywide and interagency coordination of information, resources, and plans will take place in the EOC.

RESPONSIBILITIES

General responsibilities for City departments are identified in the Basic Plan under Section V, Responsibilities. The Emergency Support Functional Responsibility Matrix identifies lead and support departments, agencies, and other responders as they relate to the emergency support functions identified by this Comprehensive Emergency Management Plan (CEMP).

Policy decisions affecting the City are made by the City Council. The City Council may choose to convene a group of advisors or may make decisions based on information gathered by others. The IMT will be informed of all policy decisions. The City Council will deal primarily with the policy issues brought about by the circumstances of the emergency or disaster.

Incident Command will oversee response and recovery operations and coordinate with City departments and other agencies as needed. Overall, coordination of information, resources and preparation of the Incident Action Plan rests with Incident Command.

Department directors are responsible for documenting staff activities and maintaining communication and coordination with the IMT regarding event status, resource needs, and action plans. Department directors shall appoint necessary representative(s) to the IMT and encourage others to train in IMT operations for potential deployment.

Because of the complexity of emergencies and disasters, departments may be responsible for functions or operations that do not normally fall within their scope of responsibility and will find that they must work closely with other public, volunteer, and private agencies to ensure success.

Major decisions made at the Incident Command level will be transmitted to the Mayor's Office. Other agencies or departments may be impacted or may have similar issues to address.

The Mayor or designee will inform the City Council of major events and decisions in regards to the emergency or disaster.

The department directors provide policy recommendations to the City Council through the Mayor or designee. The Director of Emergency Management, subject to the direction and control of the Mayor, shall be responsible for coordinating the emergency management program for the City. The Director of Emergency Management shall coordinate the activities of organizations for emergency management within the City, maintain liaison with and cooperate with emergency management organizations of other Cities, Counties, Washington State, Federal, and Tribal governments, and shall have such additional authority, duties, and responsibilities as prescribed by the City Council.

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RCW 42.14, the Continuity of Government Act, allows local governments to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction in the event it is impossible or impractical to continue operations at the usual locations. Decisions to relocate local government shall be the responsibility of the City Council and the Mayor and may be based upon the circumstances of the emergency or disaster.

REFERENCES

City of Issaquah Emergency Operations Center Manual

King County Comprehensive Emergency Management Plan

King County Emergency Operations Center Manual

King County Regional Hazard Mitigation Plan

RCW 38.52, Emergency Management

RCW 40.10.010, Essential Records – Designation-List – Security and Protection – Reproduction

RCW 42.12, Vacancies

RCW 42.14, Continuity of Government Act

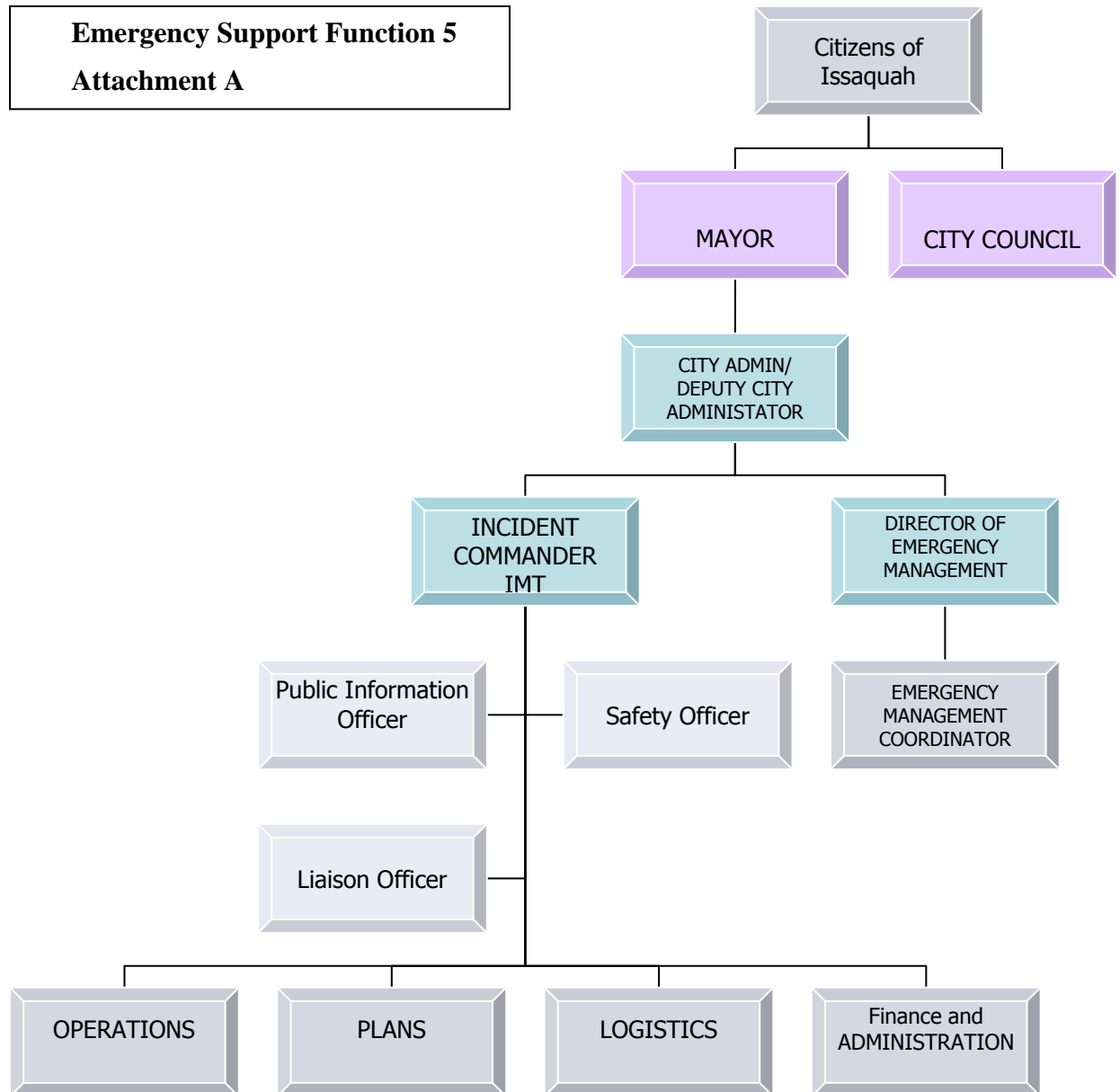
Washington State Comprehensive Emergency Management Plan

National Response Framework

ATTACHMENTS

Attachment A: Emergency Management Organization Chart

City of Issaquah, Washington
2016 Comprehensive Emergency Management Plan



Emergency Support Function 5

APPENDIX B: FINANCIAL MANAGEMENT PLAN

PURPOSE

To provide guidelines for fiscal and administrative functions in support of the City of Issaquah's (City) emergency services during an emergency or disaster.

POLICIES

Political subdivisions have the power to enter into contracts and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) including, but not limited to, budget law limitations and the appropriation and expenditure of public funds as identified in the Revised Code of Washington (RCW) 35.33.081, Emergency Expenditures – Non-debatable Emergencies.

Expenditures necessary for the immediate survival of persons endangered by an emergency or that may be incurred by a disaster may not exceed the legal limitations of the budget unless authorized by the Mayor during an emergency proclamation due to an emergency or disaster event.

The emergency or disaster response capabilities of the City will be built upon the capabilities of existing departments, augmented by volunteers and reassignment of regular personnel to duties that are more urgent during an emergency period.

PLANNING ASSUMPTIONS

An emergency or disaster may require the expenditure of large sums of money by the City.

Financial operations will be carried out under compressed schedules and intense public pressures, necessitating expeditious (non-routine) procedures, but with no lessened requirement for sound financial management and accountability.

A Presidential Disaster Declaration will permit funding from the Federal Disaster Relief Fund under the provisions of Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Actions, decisions, conditions, and expenses must be documented in an emergency or disaster to recover Federal and State funds and to provide for legal documentation.

Sufficient administrative personnel may not be available to perform support tasks.

CONCEPT OF OPERATIONS

Authorization of Emergency Expenditures

Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.

Local political subdivisions will incur disaster related obligations and expenditures per the provisions of RCW 38.52.070(2) as follows:

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In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public fund.

The Mayor is authorized to proclaim a local emergency and to make the expenditures necessary to meet such emergencies without further notice of hearing as provided by RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies:

Upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order or public health, or for the restoration to a condition of usefulness of any public property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by laws enacted since the last annual budget was adopted, or to cover expenses incident to preparing for or establishing a new form of government authorized or assumed after adoption of the current budget, including any expenses incident to selection of additional or new officials required thereby, or incident to employee recruitment at any time, the city or town legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members of the legislative body, stating the facts constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing.

The payment of emergency warrants is covered under RCW 35.33.101, Emergency Warrants:

All expenditures for emergency purposes as provided in this chapter shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest and be called in the same manner as other registered warrants as prescribed in RCW 35.33.111.

Record Keeping

The City, when expending resources in response to a proclaimed emergency or disaster, will maintain detailed records during such emergencies or disasters to meet the financial and accounting requirements of the Federal or State funding agency. Records will be kept in such a manner that emergency or disaster related expenditures and obligations of local departments and agencies can be broken out and identified separate from regular or general programs and activities.

Complete and accurate records are necessary to:

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- Document requests for assistance and ensure maximum eligible reimbursement.
- Facilitate reimbursement under approved applications pertaining to proclaimed local emergencies.
- Audit reports and records. Detailed records will be kept from the onset of the emergency or disaster, including but not limited to:
- Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
- A schedule of City equipment used or copies of invoices for rented equipment.
- Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
- Copies of contracts for all work performed by an outside agency.

Federal and State Reimbursement

Emergency or disaster related expenditures and obligations of local political subdivisions may be reimbursed under a number of Federal or State programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the Federal or State government after a major disaster declaration by the President or under the statutory authority of certain Federal agencies.

Other agencies besides the Federal Emergency Management Agency (FEMA) Public Assistance include:

- Washington State Department of Energy – FCAAP Grants
- U. S. Department of Transportation – Trans Aid
- U. S. Fish and Wildlife
- FEMA Mitigation Program
- U. S. Army Corps of Engineers

After an occurrence that may result in a declared major disaster or emergency, the City will assess the situation and prepare an estimate of labor and damage costs. These estimates will be forwarded to King County Office of Emergency Management and/or the Washington State Emergency Operations Center (SEOC) (EMD). If local and State resources have been exceeded, the governor will request either a Presidential “Emergency Disaster Declaration” or a “Major Disaster Declaration.”

Once an emergency or major disaster is declared by the President, Federal financial assistance is made available to state and local government.

Disaster Recovery Centers (DRC) are opened and private assistance moneys and or loans are made available to qualified individuals and businesses. Emergency telephone centers are also opened to assist in applications.

Audits of local disaster-related emergency expenditures will be conducted during the normal audit period. Federal disaster assistance projects will be audited after the completion of the work.

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Fiscal Procedures

Each City department shall designate personnel to be responsible for documentation of emergency or disaster-related expenses within their department.

Emergency or disaster expenditures may be made as provided for in RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies and RCW 35.33.091, Emergency Expenditures – Other Emergencies.

The Finance Director, or designee, will be responsible for identifying sources of funds to meet emergency or disaster-related expenses that are incurred.

Regular "normal" approval procedures for expenditures may be modified to accommodate the circumstances associated with the emergency or disaster.

Records shall be kept in a manner that distinguishes between day-to-day operations and emergency or disaster expenses.

The Finance Director shall appoint staff to coordinate documentation of citywide financial records and expenditures resulting from an emergency or disaster.

Alternate methods of payment and payroll processing shall be established in case of system failure.

Administrative Procedures

Each City department shall designate personnel to be responsible for the documentation of emergency operations within their respective department.

During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.

Records of disaster operational activities shall be kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records.

When appropriate, disaster reports and expenditures shall be coordinated, and documentation for State and/or Federal reimbursement and/or assistance programs shall be prepared and submitted to the appropriate State and Federal agencies.

Emergency workers used during emergencies and disaster operations shall be registered with the City or King County as outlined in the Washington Administrative Code (WAC) 118-04, Emergency Worker Program. Registration shall include an Emergency Worker Registration Number, arrival time, and duration of work, departure time, and any information relative to the service of emergency workers. Documentation shall also be retained regarding injuries, lost or damaged equipment, and other costs.

City departments may streamline permit processes based on the circumstances created by the emergency or disaster.

City departments shall identify and prepare plans for alternate processing methods of essential documents in case of computer or automation system failure.

Electronic Information Management

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The various City departments are responsible for the protection and restoration of electronic and computer hardware, software, connectivity, and data. The personnel designated by each department will identify mission-critical equipment with redundancy for emergency operations.

Records Preservation and Retention

The City Clerk is responsible for establishing and publishing policy for essential record preservation to ensure continuity of City government.

Directors of each department are responsible for records preservation in their respective departments.

RESPONSIBILITIES

Director of Emergency Management

- Provide overall coordination of the emergency or disaster documentation process and assist in the preparation of emergency or disaster-related reports to the appropriate State and Federal agencies.

Human Resources

- Coordinate with other departments for the provision of emergency management staff and field support throughout the response and recovery phases.
- Coordinate the hiring of emergency personnel.

Mayor

- The Mayor, or designee, may accept the necessary emergency funds, equipment, etc., offered by public and private organizations and governments.
- The Mayor, or designee, will work with the Finance Director, or designee, to identify funding sources to meet emergency or disaster-related expenses.

City Clerk

- Coordinate with each City department and assist in the identification of essential department records that are necessary for the resumption of normal operations.
- Provide direction to City departments regarding the preservation of essential records and assist with planning to protect or recreate records.

Finance

- Recommend to the Mayor sources of funds from current appropriations or elsewhere to meet emergency or disaster-related expenses.
- Coordinate the compilation of disaster response and recovery-related labor, equipment, materials, and service cost for post-disaster reporting purposes.
- Modify regular approval procedures for expenditures for use during an emergency or disaster.
- Designate staff to review department submittals of disaster-related expenses.
- Arrange for emergency cash management and banking services.

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- Coordinate receipt of and processing of disaster-recovery funds.
- Develop alternate methods of payroll and vendor payments in case of general system failure during an emergency or disaster.
- Provide information for Public Assistance reimbursement requests.

Information Technology

- Provide hardware, network, and software support to maintain IT operations throughout the duration of an event to enable the City to fulfill its administrative and finance responsibilities.

Development Services Department

- When appropriate and in accordance with applicable law, waive or orally approve environmental review requirements and permits where emergency work is required to protect lives or property during an emergency or disaster.
- Streamline, as necessary, the permit process for damage recovery following an emergency or disaster.

All City Departments

- Designate personnel responsible for documenting emergency or disaster-related expenses at the department level.
- Coordinate with the Designated Applicant Agent in preparation and submittal of documentation for reimbursement or assistance from Federal or State agencies.
- Identify all non-time critical repair and recovery actions and coordinate these actions through the appropriate agency for resolution as time allows.
- Maintain documentation regarding injuries and lost or damaged equipment caused by the emergency or disaster and provide this information to the Finance Department upon request.

REFERENCES

City of Issaquah Emergency Operations Center Manual

King County Comprehensive Emergency Management Plan

King County Emergency Operations Center Manual

RCW 38.52, Emergency Management

RCW 38.56 Intrastate Mutual Aid (WAMAS)

RCW 35.33.081, Emergency Expenditures- Non-debatable Emergencies

RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing

RCW 35.33.101, Emergency Warrants

RCW 35.33.111, Forms – Accounting –Supervision by State

WAC 118-04, Emergency Worker Program

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Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act

National Response Framework

ATTACHMENTS

None

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Emergency Support Function 5

APPENDIX C: WORKER AND HEALTH SAFETY

All emergency operations will adhere to the applicable occupational safety and health laws.

Washington State Administrative Codes (WAC) 296-24 through 296-900 regulates worker safety and health in the State of Washington.

Additionally, the following are specific laws passed by the State of Washington Legislature that pertain to occupational safety and health:

Title 49 RCW – Labor Regulations

- ☐ Chapter 49.17 RCW - WISHA Act
- ☐ Chapter 49.19 RCW - Workplace Violence in Healthcare
- ☐ Chapter 49.22 RCW - Safety - Crime Prevention
- ☐ Chapter 49.26 RCW - Asbestos
- ☐ Chapter 49.70 RCW - Right to Know

Title 70 RCW - Public Health and Safety

- ☐ Chapter 70.74 RCW - Explosives
- ☐ Chapter 70.77 RCW - Fireworks Act
- ☐ Chapter 72.23 RCW - Public and Private Facilities for the Mentally Ill
- ☐ Chapter 72.23 RCW - Workplace Safety Plan
- ☐ Chapter 72.23 RCW - Violence Prevention Training
- ☐ Chapter 88.04 RCW - Charter Boat Safety

ATTACHEMENTS

None

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ESF-6: MASS CARE, HOUSING, and HUMAN SERVICES

LEAD:	City:	City of Issaquah Parks and Recreation Department City of Issaquah Office of Sustainability – Human Services
SUPPORT:	City:	City of Issaquah Mayor’s Office, Public Information Officer City of Issaquah Development Services Department City of Issaquah Police Department City of Issaquah Public Works Operations Department City of Issaquah Office of Emergency Management Eastside Fire and Rescue
	County:	King County Office of Emergency Management Public Health - Seattle & King County
	State:	Washington State Emergency Operations Center (SEOC)
	Federal:	Federal Emergency Management Agency
	Non-Gov:	American Red Cross Issaquah Citizens Corps

INTRODUCTION

Purpose

To coordinate the provision of mass care, shelter, and individual assistance for residents and pets impacted by an emergency or disaster who are unable to care for themselves.

Scope

This Emergency Support Function (ESF) addresses the sheltering and mass care needs in the City of Issaquah (City) during a major emergency or disaster and the coordination of the opening of local and/ or regional shelters through the Incident Management Team (IMT) in coordination with King County Office of Emergency Management (KCOEM) and the American Red Cross (ARC).

POLICIES

The City of Issaquah may employ local and/ or regional mass care, housing and human services in response to emergencies and disasters.

The Americans with Disabilities Act, Title II, (ADA) provides that: No qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any public entity.

H.R. 3858, the Pets Evacuation and Transportation Standards Act of 2006 requires federal, state and local emergency management plans to “take into account the needs of individuals with household pets and service animals prior to, during, and following a major disaster or emergency”.

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PLANNING ASSUMPTIONS

Mass care requirements during an emergency or disaster may overwhelm social service agencies.

The opening of shelters in the City will be coordinated through the King County Office of Emergency Management ECC.

To manage a finite amount of shelter resources during widespread events requiring general population sheltering, every effort will be made to consolidate local shelter sites into regional shelter(s). Regional shelters may require significant transportation assets to connect shelter sites with home populations.

The impacts of a disaster may necessitate the provision of emergency food, water, shelter, clothing, childcare, health, and mental health care for disaster victims, as well as crisis support and training for City staff and volunteers.

Individuals with disabilities, functional and access needs will require a full range of services during an emergency. Emergency facilities specifically designed or modified to meet current ADA requirements may or may not be available following a disaster.

Individuals will bring pets and service animals to general population shelters.

The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building and repair supplies, and occupational and mental health services and pet sheltering.

CONCEPT OF OPERATIONS

Mass care operations are the responsibility of the IMT Mass Care branch including all mass care operations, sheltering, disaster case management and feeding.

Mass care operations will include provisions for persons with functional and access needs and, to the extent practical and/or possible given the emergent situation, be compliant with the Americans with Disabilities Act. Mitigation measures will be implemented as needed to ensure, to the degree possible, adequate services are provided to all individuals. Staff assigned to Mass Care will use tools such as the Functional and Access Needs Checklist, ADA Preparedness Guide and the Emergency Shelter Communication Tool Kit.

Mass care provides for the immediate survival needs of victims through group services and facilities.

Mass care will normally be carried out during and immediately after an emergency or disaster, until individual and case management services can be provided. Mass care services are coordinated and managed by local government in cooperation with the American Red Cross if available.

The IMT will coordinate the consolidation of small local shelters into regional sheltering and provide for adequate transportation between regional shelters and the Issaquah community.

The IMT will coordinate the delivery of the appropriate services, to include the American Red Cross, The Salvation Army, Washington Volunteer Organizations Active in Disasters (WAVOAD), and local church and service groups.

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Mass care includes such basic human needs as emergency medical care, emergency shelter, and provisions of emergency food, water, and medicine.

The IMT shall coordinate with the American Red Cross through the King County Office of Emergency Management to identify safe areas of the City, inspect potential facilities for building safety and ADA compliance, identify safe routes of travel, and determine the appropriate number and location of shelters, duration of use, etc.

The City and the American Red Cross will share and coordinate all lists of clients and disaster assistance inquiries, and act together as one voice for public information releases.

The American Red Cross is congressionally mandated to provide emergency mass care services to populations affected by natural and technological emergencies. As a primarily volunteer agency, those mass care services can take some time to mobilize initially. The Issaquah Parks & Recreation Department, therefore, is responsible for initial operation of the emergency shelter and mass care service coordination for the City of Issaquah in conjunction with local Red Cross and King County Emergency Coordination Center (KCECC) guidance. Upon request, and as coordinated through the KCECC, the Red Cross would activate, manage, and support public shelters and would provide related services needed by displaced populations. The IMT will support shelter operations as needed beyond Red Cross limitations.

Following a disaster, the Red Cross provides the following services:

- **Food, Shelter and Emergency Supplies:** During a disaster, our first priority is to ensure that people have a safe place to stay, food, and emergency supplies. Red Cross works with government and community partners to open shelters where residents will find comfort with a hot meal, recovery information, and a place to rest. For emergency workers and people returning to their homes, the Red Cross mobilizes emergency response vehicles from which disaster workers distribute food, water, and essential clean-up items that might not be immediately available in the community.
- **Welfare Information:** Disasters often disrupt regular communication channels and can separate families. Through the Red Cross' nationwide network of chapters, family members may request welfare information regarding their loved ones. The Red Cross "Safe and Well" Web site enables people within a disaster area to let their families and friends outside of the affected region know that they are all right. Clients register on Safe and Well, by going to <http://redcross.org/safeandwell> Red Cross call agents at 1-800-RED-CROSS will register individuals without computers or connectivity.
- **Client Casework and Recovery Planning and Assistance:** The American Red Cross provides casework to families with verified disaster-caused needs. This process consists of an in-depth interview to assess the client's immediate needs. The caseworker can provide financial assistance, advocacy, bulk distribution and/or referrals to local resources. The caseworker also assists the client in developing a recovery plan. Red Cross caseworkers work closely with local, state and federal government to ensure clients have access to all available resources

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- Disaster Health and Mental Health Services: The Red Cross deploys licensed or certified health and mental health professionals who are trained to address disaster caused or exacerbated needs. This can include first aid, assessments, crisis intervention and replacement of medications or medical supplies. Red Cross Disaster Health and Mental Health Teams meet these needs through bulk distribution, financial assistance advocacy or referrals to community partners.
- Provides preliminary and detailed damage assessments of the affected area to determine the number of dwellings and public shelters damaged and the extent of damage.
- Coordinates, within its agreements, the provision of relief efforts by any volunteer organizations actively engaged in providing relief assistance to disaster survivors.
- Coordinates its relief activity with participating and support agencies and affected counties through liaisons to the state and local jurisdiction EOCs.
- Provides representation to the Recovery Task Force, in accordance with ESF 14, as deemed necessary.

Sheltering of special populations and those requiring medical care will be coordinated with KC OEM.

Pet sheltering will be carried out under the direction of the IMT in accordance with the City's Pet Shelter SOP.

Individual assistance to emergency victims will be provided primarily by local emergency response organizations and various county, state, and federal government agencies. The range of services needed by emergency victims will depend on the emergency, and could include temporary housing, furniture, building/repair supplies, and occupational and mental health services. If City resources cannot meet the needs for a given situation, requests for assistance can be made to the King County Emergency Coordination Center or directly to the Washington State Emergency Operations Center (EOC).

Animal care and services in Issaquah are provided under the term of an Interlocal Agreement with King County by Regional Animal Services of King County (RASKC). RASKC operates the animal shelter located at the 21615 64th Ave S. in Kent, WA 98032 (206-296-PETS). The Humane Society for Seattle/King County—a.k.a., "Seattle Humane Society," a local non-profit agency—operates an animal shelter at 13212 SE Eastgate Way, Bellevue, WA 98005 (425-641-0080). The shelter may be able to provide services or support for animal care.

The impacts of an emergency may necessitate the provision of emergency food, water, shelter, sanitation, clothing, childcare, and health and mental health care for emergency victims, as well as crisis support and training for City staff and volunteers. The IMT will coordinate the delivery of the appropriate services with the American Red Cross, Salvation Army, Washington Volunteer Organizations Active in Disasters (WAVOAD), and local religious organizations and service groups. Public information regarding shelter availability, accommodations and locations shall be coordinated through the City's designated Public Information Officer (PIO) and other PIOs using the King County ECC Joint Information Center, if appropriate.

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Insurance companies, local human service organizations, and various City, County, and State government agencies may provide individual assistance to disaster victims.

In the event of a Presidential Disaster Declaration, additional assistance may become available to eligible individuals. This may include low-interest loans, housing grants, food stamps, disaster counseling, and unemployment benefits.

Individuals or families arriving at shelters or mass care facilities in recreational vehicles may use their vehicle, supplemented by shelter resources, or utilize the shelters provided. Facilities are generally selected with adequate parking areas.

RESPONSIBILITIES

City of Issaquah Parks and Recreation Department

Before the Event

- Obtain Shelter Management Training from the American Red Cross.
- Prepare shelter operating procedures.

During the Event

- Integrate with the IMT.
- Coordinate the utilization of City facilities and park sites for use as reception centers and staging areas or shelters in coordination with the Incident Commander. Alert the King County Emergency Operations Center through the Issaquah IMT to advise them of the situation and request assistance from American Red Cross.
- Provide for emergency sheltering of City staff during disaster activities.
- Coordinate with other jurisdictions and KCOEM for regional shelters or if residents of Issaquah will need to be relocated.
- Work with state and federal agencies to find adequate facilities to open a Disaster Application Center, if needed.
- Open, operate and close general population and pet shelters as required.
- Supervise emergency shelter activities within the City of Issaquah.
- Control available shelter supplies and arrange for resupply requirements.
- Provide emergency registration, food, clothing, and coordinate the provision of psychological services.
- Utilize standardized registration forms and procedures as adopted by the American Red Cross at all shelter locations.
- Coordinate registration information with state agencies and volunteer disaster assistance organizations for the establishment of a locator service for disaster victims.

After the Event

- Return the shelter locations to their original design and service level.

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City of Issaquah Office of Sustainability

- Arrange and provide for disaster case management and psychological services to the impacted population.
- Provide mental health services for disaster workers.

City of Issaquah Mayor's Office, Communications Coordinator/ Public Information Officer

- Serve as the Public Information Officer (PIO) and coordinate the dissemination of public information concerning mass care and individual assistance with the Director of Emergency Management or his designee and the King County Office of Emergency Management.

City of Issaquah Development Services Department

- Provide support to the shelter function by assessing the serviceability and usefulness of potential shelters within the community.
- Provide building safety inspections of shelters, if requested and as resources allow.
- Assist the Parks Department in returning the shelter locations to their original design and service level.

City of Issaquah Police Department

- Establish security and crime prevention at the shelters located within the City.
- Provide crowd and traffic control at public shelters located within the City.
- In coordination with the Public Works Engineering, assist in identifying safe routes to shelters.
- Coordinate the disposal of solid waste from shelter sites.

City of Issaquah Public Works Operations Department

- Assist in crowd control operations through signage and barricades.
- As conditions allow, provide and maintain electrical generators and potable water supply to shelters.

City of Issaquah Office of Emergency Management

- Coordinate the mass care of individuals and pets before, during and after a disaster, to include food service and temporary sheltering.

Eastside Fire and Rescue

- Provide emergency medical services and fire suppression at shelters, as needed.
- Provide for mobile medical support and basic and advanced life support services at public shelters and/or congregate care facilities.

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King County Office of Emergency Management

- Coordinate the activities of local agencies charged in local plans for the provision of emergency mass care shelters.
- Inform the ARC of the need for shelters or feeding stations, areas to be evacuated, and when possible, the approximate number of evacuees.
- Coordinate and maintain liaison with private providers of mass care resources and services.
- Coordinate with the IMT for mass care resources and facility support and mutual aid.

Public Health - Seattle & King County

- In coordination with Incident Command, respond to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations, or individuals.
- Provide alternate care facilities for medically fragile shelter clients.
- Provide for emergency environmental and public health services and programs at public shelters and/or congregate care facilities.
- Establish emergency environmental health controls for public shelters and/or congregate care facilities to include: sanitation; solid and sanitary waste disposal; food storage, preparation, and service; water quality; rodent and vector control; and chemical exposures.

Washington State Emergency Operations Center (SEOC)

- Coordinate assistance to local government for all emergency management activities and mobilization resources as needed and as available for sheltering emergency and disaster evacuees.

Federal Emergency Management Agency

- Coordinate assistance to local government through the State of Washington for all emergency management activities and mobilization resources as needed and as available for sheltering emergency and disaster evacuees.

American Red Cross

- The Act of Congress constituting the ARC Charter requires the ARC to undertake relief activities for the purpose of mitigating suffering caused by a disaster and obligates the ARC to develop and carry out measures to prevent suffering.
- Provide disaster victims with food, clothing, shelter, first aid and supplementary medical or nursing care and meet other urgent needs and as resources allow.
- The opening or coordination of shelters or aid stations is a function of the ARC. Upon request for, or in conjunction with the Director of Emergency Management, the ARC will open, staff, and/or fund its shelters or aid stations. The location of the shelters or feeding stations to be opened will depend on the affected area, accessibility, security, and staff and supply considerations.

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- Assess equipment and training needs.
- Maintain and update shelter agreements.
- The following are standard services that the American Red Cross stands ready to offer in state-wide or large regional disasters:
 - Sheltering – Work through the ESF 6 Coordinator to open temporary mass care congregate shelters where residents will find comfort with a hot meal, recovery information, emergency supplies and a place to rest. Support other shelters run by government or community partners with supplies and feeding, if resources permit.
 - Feeding – Work through the ESF 6 Coordinator to provide emergency feeding for persons in shelters and those returning to their homes, either at fixed sites or through mobile delivery of food appropriate for the situation and population being served.
 - The American Red Cross will coordinate with state ESF 6 for assistance when voluntary contributions do not meet the level of needed services. Requests may be in the form of direct financial assistance, reimbursement for services, and or an agreement to purchase necessary commodities to fulfill the needs of impacted residents.
 - The American Red Cross and other Voluntary Organizations Active in Disasters coordinate with state level ESF 6 to meet the needs of persons returning to their homes after a disaster.
 - Welfare Information – The American Red Cross Safe and Well Website is always available. Promotion of the site is triggered by one or more of the following:
 - Mass fatalities or injuries
 - Disaster is catastrophic in scope
 - Large scale evacuations
 - Widespread power outages
 - Affected area has a large number of residents with access or functional needs
 - Considerable media coverage
 - The Safe and Well Website is a tool for the general welfare inquiry, that is, the inquiry on someone in the affected area who does not have a health or mental health condition. The American Red Cross is committed to client privacy. A successful search result provides only the registrant's name, a date/time stamp, and the safe and well messages that the registrant chose using check-boxes. No personal or location information is shown.

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- American Red Cross trained caseworkers meet with each person individually to determine how he/she was affected by the disaster and the course of recovery to best meet his/her immediate needs. American Red Cross caseworkers work closely with the state ESF 6 Coordinator through the American Red Cross government liaison to ensure persons affected by the disaster have access to all available resources.
- American Red Cross disaster mental health professionals on relief operations provide psychological triage; crisis intervention; psychological support; instrumental support (i.e., taking action in support of an individual); advocacy (i.e., an intervention made on behalf of an individual and intended to benefit the person or cause being supported); problem solving; and referrals.
- American Red Cross Disaster health professionals are available in shelters for emergency first aid, medical assessment, triage and replacement of emergency medications. American Red Cross Disaster Health Services teams meet these needs through item distribution, financial assistance or referrals to community partners. In the event of other unforeseen events or situations in which human suffering is involved, the American Red Cross will coordinate with appropriate government and non-government partners to provide mass care, including shelter, feeding, first aid, and other assistance to address basic human needs, as resources are available to assist.

Issaquah Citizen Corps Council

- Assist the City of Issaquah Parks Department and the American Red Cross in setting up, staffing and managing City shelters as requested.
- Coordinate Medical Reserve Corps volunteers to provide basic medical treatment at general population shelters.

REFERENCES

American Red Cross Disaster Plan
City of Issaquah Emergency Operations Center Manual
King County Comprehensive Emergency Management Plan
King County Emergency Operations Center Manual
Washington State Comprehensive Emergency Management Plan
National Response Framework
American Disabilities Act as amended
Post Katrina Emergency Management Reform Act of 2006
Pets Evacuation and Transportation Standards Act of 2006

ATTACHMENTS

None

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ESF-7: LOGISTICS MANAGEMENT and RESOURCE SUPPORT

LEAD: City: City of Issaquah Office of Emergency Management

SUPPORT: City: All City of Issaquah Departments
City of Issaquah Executive Department, Office of the Mayor
City of Issaquah City Council
City of Issaquah Finance Department
City of Issaquah Public Works Engineering Department
City of Issaquah Finance Department, Risk Management Office
City of Issaquah Police Department

County: King County Office of Emergency Management

State: Washington State Emergency Operations Center (SEOC)
Washington State General Administration

Federal: Federal Emergency Management Agency

Non-Gov: Northwest Healthcare Response Network (NWHRN)

INTRODUCTION

Purpose

The purpose of this Emergency Support Function (ESF) is to provide logistical and resource support following an emergency or disaster. This ESF also provides for the effective utilization, prioritization and conservation of available local resources in the City of Issaquah.

Scope

This Emergency Support Function (ESF) involves coordinating the provision of resources to City departments during the immediate response to an emergency or disaster and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, material, services, and personnel.

POLICIES

In accordance with Section 7 of Article VIII of the Washington State Constitution, “no county, city, town, or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company, or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.”

In accordance with RCW 38.52.070 (2), “each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the

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exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.”

In accordance with RCW 38.52.110 (1), in responding to a disaster, “the governor and the executive heads of the political subdivisions of the state are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the state, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the state of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the state upon request notwithstanding any other provision of law.”

In accordance with RCW 38.52.110 (2), “the chief executive of counties, cities and towns and the emergency management directors of local political subdivisions appointed in accordance with this chapter, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed: PROVIDED, That citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by this chapter and federal and state emergency management regulations for registered emergency workers.”

PLANNING ASSUMPTIONS

The City will not have all of the resources, in either kind, type or quantity that may be required to combat the effects of all potential emergencies or disasters.

Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and hence affect the availability and distribution of resources.

The Incident Management Team (IMT) will have ready access to resource and vendor lists for the most commonly used or anticipated resources used during an emergency or disaster.

Affiliated and spontaneous volunteers will be anxious to join response efforts and will require a management structure.

Communications systems will be compromise hindering the efficient procurement of necessary resources.

During a disaster, the public and major corporations may donate monies and goods to the disaster area. This generous outpouring of goodwill often times severely impacts and overwhelms local government and social agencies trying to manage the donated goods.

CONCEPT OF OPERATIONS

During an emergency or disaster, or the threat of one, the IMT may be activated to direct the response of City departments and to support City departments with evaluation, planning, information, and resource management.

Incident Command is responsible for utilization and conservation of resources necessary to respond to and recover from an emergency or disaster, and for the procurement of equipment, materials, supplies, contractual services, and equipment maintenance.

During urgent response activities, resources will only be provided upon the request of the IMT.

The IMT will be activated to support the resource needs of the restoration and recovery effort. As resource needs diminish, staff may provide coordination services without IMT activation.

To the maximum extent possible, the continued operation of a free-market economy using existing distribution systems will be utilized.

Mandatory controls on the allocation, utilization, or conservation of resources can be used when necessary for the continued protection of public health, safety, and welfare. Whenever possible, voluntary controls are preferred.

Close coordination will be maintained with Federal, State, and County officials, and volunteer organizations. The priority of tasks will be determined by the Incident Commander in close coordination with the Mayor.

The resources of the City will be used to the extent practicable and in accordance with the provisions of RCW 38.52.110 (1). City departments will retain sufficient quantities of applicable resources in reserve to meet City needs, as appropriate. Should City resources be insufficient, additional resources may be procured or requested through the following, listed in priority order:

- Local mutual aid agreements.
- The Regional Coordination Framework for Disasters and Planned Events for Public and Private Organizations in King County, either directly or through the KCECC.
- Washington State Intrastate Mutual Aid (Washington State Mutual Aid System, WAMAS) through KCECC and Washington State EMD.
- Emergency Management Assistance Compact (EMAC) through KCECC and Washington State EMD.
- If the Governor has proclaimed the existence of a disaster and resource needs are most urgent, private-sector resources in accordance with the provisions of RCW 38.52.110, Use of Existing Services and Facilities – Impressments of Citizenry.

Ensuring adequate staff to respond during an emergency or disaster is essential. To this end all City staff will be available for response and recovery activities and placed on the appropriate assignment and shift to accomplish the incident objectives.

Donated Goods:

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Donated goods are categorized into two sections; solicited goods and unsolicited goods:

- **Solicited Goods** - The impacted community has identified a specific need and requested specific items from either the general public and/or the community at large. Usually the request is for cash to the American Red Cross and or The Salvation Army providing the major relief efforts to the affected community. Solicited goods will be managed by the soliciting agency in coordination with the IMT.
- **Unsolicited Goods** - The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated goods to the impacted area whether it is needed or not.

The Operations Section in the IMT will coordinate donated goods and resources. When unsolicited goods are expected (based on incident type and severity) the IMT Operations section will form a Donations Branch charged with managing donated goods. The Donations Branch will stand-up services and facilities commensurate with incident needs, to include as needed, receiving and distribution sites, warehouse management, donations tracking and matching and final disposition of unused items.

Private sector resources and/ or volunteers may be employed in the donations management system. **Volunteers:**

Volunteers are categorized into two sections; Affiliated Volunteers and Spontaneous Volunteers:

- **Affiliated Volunteers (AV)** – volunteers that maintain current and relevant response and/or recovery credentials with local, county, state or federal agencies. Local affiliated volunteers include CERT, ICST (Ham), and MRC. Affiliated volunteers will be managed by their affiliated agency or, if on loan to or sponsored by Issaquah, through the IMT.
- **Spontaneous Volunteers (SV)** – volunteers not otherwise affiliated with local, county, state or federal agencies. Typically at the scene or self-dispatch and engage in rescue and response activities without prompting from officials.

Spontaneous volunteers will be managed through a Volunteer Reception Center established by the Volunteer Branch of the IMT. Once registered AV's will be assigned duties through the IMT Logistics Section.

RESPONSIBILITIES

City of Issaquah Office of Emergency Management

Before the Event

- Maintain mutual aid agreements, as required.
- Train new IMT staff in the specific duties they will be assigned during an emergency.
- Provide recurrent training for all IMT staff on an annual basis.

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- Ensure the IMT has the necessary resources to respond efficiently to emergencies and disasters.
- Train all City personnel in disaster and other emergency management functions on an on-going regular basis.
- Responsible for coordination of major City resources prior to an emergency or disaster.
- Responsible for ensuring that City resources are inventoried and that the inventory list is updated on an annual basis.
- Establish procedures for managing emergency volunteers.
- Provide guidance for City officials on the relative urgency of essential activities.
- Train field personnel on how to request resources during an emergency or disaster.
- Develop plans for employee notification during an emergency or disaster.
- Develop procedures and coordinate the registration of temporary emergency workers and volunteers on behalf of the City, either directly at the City or through the King County Office of Emergency Management.

During the Event

- Ensure the IMT operates in an effective and efficient manner.
- Work with the IMT and Mayor, as necessary, to establish specific priorities in the assignment and use of all resources - including personnel, food, water, health resources, fuel, electric power, transportation, communications, and other survival items and services under the jurisdictional control of City of Issaquah government.

After the Event

- Ensure all purchased resources are processed by the Finance Department as soon as possible.
- Ensure all emergency management supplies are replenished and properly stored and managed for future events.

City of Issaquah - All Departments

Before the Event

- Provide staff for the IMT as required.
- Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
- Train personnel to the appropriate level for their required response.
- Participate in emergency response exercises, drills, and training.

During the Event

- Deploy staff assigned to the IMT.
- Implement SOPs.

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- Provide resources and support as required.
- Report major observed damage information to the IMT as it becomes known.

After the Event

- Support local recovery efforts.
- Support appropriate local, State, and Federal agencies as directed.
- Provide situation and status reports, as requested.
- Participate in debriefing and critiquing organized by the Director of Emergency Management.

City of Issaquah Executive Department, Office of the Mayor

- Issue a “Proclamation of Local Emergency,” when appropriate.
- If necessary, select business, industry and government representatives to act as advisors on production, distribution, and use of resources.
- Implement economic stabilization measures, such as the coordinated rationing of food, petroleum, and other essential items, and by the stabilization of prices and rents.
- Direct City Departments to take the proper actions to return the City to normal operations and lift restrictions on rationing, price controls and other actions taken to stabilize consumer-oriented items.

City of Issaquah City Council

- Adopt and enact ordinances that address emergency powers, succession, and continuity of government as required.
- Adopt and enact ordinances and motions to place economic stabilization measures in effect.

City of Issaquah Finance Department

- Develop and maintain policies and SOPs for the department’s disaster responsibilities.
- Establish all necessary special accounts for the receipt of donations and cost reimbursements filed under local, State, and Federal law.
- Implement SOPs for an emergency or disaster.
- Assist in identifying sources of disaster funds if departmental budgets are exceeded.
- Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- Coordinate with all departments to ensure accurate reporting of disaster-related costs.
- Ensure all purchase invoices are processed as soon as possible.

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City of Issaquah Finance Department, Risk Management Office

- Ensure that adequate insurance is carried on all City assets and act as liaison to City insurance carriers during or following emergencies.
- Manage the compensation for injury and claims process arising from the disaster.
- Expedite emergency contract processing.

City of Issaquah Public Works Engineering Department

- Establish procedures for procurement of emergency contracting not covered in existing procedures.
- When asked, manage all disaster contracting responsibilities for the City.

City of Issaquah Police Department

- Provide the necessary security to ensure that stockpiled and/or stored materials and supplies are secured from looting or vandalism.
- Provide for security during distribution of resources.
- Assist the IMT to identify passable routes for transport of goods and personnel.

King County Office of Emergency Management

- Maintains the King County ECC with appropriate equipment, consumables, resource lists, and staff availability.
- Maintains liaison with support agencies, the Zone 1 Coordinator, the business community, volunteer organizations, and the Washington State Emergency Operations Center (SEOC) (EMD).
- Trains and exercises applicable ECC staff in resource management activities.
- Develops and maintains a communications process for rapid contact of key ECC staff and support agency personnel.
- Produces and maintains, with functional staff, ECC resource management SOPs.

NWHRN

- Maintain process for sharing resources between healthcare organizations throughout the State.
- Assist healthcare organizations in maintaining a capability to use WATrac.
- Develop and sustain situational awareness for healthcare organizations in King and Pierce Counties.
- Coordinate the restoration and sustainment of the healthcare supply chain in partnership with healthcare organizations and public agencies.
- Coordinate healthcare mutual aid.
- Coordinate non-medical resource support to healthcare.
- Coordinate medical resource support to healthcare.

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- Assist healthcare organizations with recovery.

Washington State Emergency Operations Center (SEOC) (WSEMD)

- Coordinate Washington State and Federal response for resources, if requested by local government.

Washington State Department of Enterprise Services

- Provide overall logistical support of nationally donated goods by managing the State's Logistic Center 72 hours following its activation.

Federal Emergency Management Agency (FEMA)

- Supplement local and State resources immediately following an emergency or disaster, if requested and as resources allow.

REFERENCES

City of Issaquah Emergency Operations Center Manual

King County Comprehensive Emergency Management Plan

King County ECC Manual

RCW 38.52.020, Declaration of policy and purpose

RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures

RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry

Washington State Comprehensive Emergency Management Plan

Section 7 of Article VIII of Washington State Constitution

National Response Framework

National Recovery Framework

ATTACHMENTS

None

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ESF-8: PUBLIC HEALTH and MEDICAL SERVICES

LEAD:	County:	Public Health - Seattle & King County
SUPPORT:	City:	City of Issaquah Office of Emergency Management City of Issaquah Mayor's Office, Public Information Officer City of Issaquah Police Department City of Issaquah Development Services Department City of Issaquah Public Works Operations Department Eastside Fire and Rescue
	County:	King County Office of Emergency Management
	State:	Washington State Emergency Operations Center (SEOC) Washington State Department of Health
	Federal:	Federal Bureau of Investigation Federal Emergency Management Agency United States Department of Agriculture United States Department of Defense
	Non-Gov	American Red Cross Hospitals and Other Medical Providers and Facilities Northwest Healthcare Response Network

INTRODUCTION

Purpose

To coordinate the organization and mobilization of health, medical, and mortuary services in the City of Issaquah (City) during an emergency or disaster using the National Incident Management System (NIMS).

Scope

This Emergency Support Function (ESF) addresses the identification and coordination of the City's health, medical, and mortuary needs during an emergency or disaster. This assistance includes the following:

- Assessment of medical and health needs
- Health surveillance and communicable disease response
- Medical care personnel
- Medical and health equipment and supplies
- Patient evacuation

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- In-hospital care
- Mental health
- Public health information
- Vector control (rodents, pests, etc.)
- Potable water and wastewater and sanitation
- Solid waste disposal
- Mortuary services and victim identification
- Hazardous materials (spills and releases)

POLICIES

The City of Issaquah will use mutual aid agreements when the City's resources are depleted or committed.

It is the policy of the City of Issaquah to operate under the King County Emergency Management Plan, ESF 8 for disaster related health and medical services. Emergency Medical Technicians or other responders who provide emergency medical assistance in the City of Issaquah shall operate under King County's procedures and protocols.

A Mass Casualty Incident (MCI) may be declared to allow Emergency Medical Services personnel to follow the established written emergency protocols as referenced in the Seattle-King County Mass Casualty Incident (MCI) Plan.

PLANNING ASSUMPTIONS

A significant natural disaster or technological event that overwhelms the City of Issaquah would demand county, state, and federal public medical care assistance.

Hospitals, nursing homes, pharmacies and other medical/health care facilities may be structurally damaged or destroyed. Those facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of damage to utilities (power, water, sewer), or the inability of staff to report for duty.

Medical and health care facilities which remain in operation and have the necessary utilities and staff may be overwhelmed by the "walking wounded" and seriously injured patients who are transported there in the immediate aftermath of an emergency/disaster occurrence.

Medical supplies and equipment will likely be in short supply. Most health care facilities maintain only inventory stock to meet their short-term (24 to 36 hours) normal patient load needs. Disruptions in local communications and transportation systems could prevent timely resupply.

Uninjured persons who require daily medications such as insulin, antihypertensive drugs, and digitalis may have difficulty in obtaining these medications because of damage or destruction of normal supply locations and general shortages within the disaster area.

Damage to transportation systems may delay medical transports and outside assistance from other agencies.

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Damages to drinking and wastewater systems may complicate health care and possibly add to the victim or patient totals.

Hazardous Materials incidents will present unique problems to patient care as the patients themselves may become contaminated and considered hazardous.

Resources within the affected area will be inadequate to clear casualties from the scene or treat them in local hospitals. Additional medical capabilities will urgently be needed to supplement and assist in triage and treat casualties in the affected area and to transport to the closest appropriate hospital or other health care facility. Medical resupply will be needed throughout the event area.

Damage to chemical and industrial plants, sewer lines and water distribution systems, along with secondary hazards such as fires, will result in toxic environmental and public health hazards to the surviving population and response personnel.

The damage and destruction caused by a natural or technological event will produce urgent needs for mental health crisis counseling for victims and emergency responders.

Disruption of sanitation services and facilities, loss of power, and massing of people to shelters may increase the potential for disease and injury.

Public health emergencies may require implementation of public health measures to contain and control communicable diseases or spread of environmental hazards.

It is likely that public demand for health information and health and medical services will increase during disasters.

The use of gymnasiums and community centers as temporary medical shelters, alternate care facilities, and family assistance centers may be necessary. Warehouses or vacant buildings may be used as temporary morgues as needed by the King County Medical Examiner.

Members of our community who are seniors, children, disabled, homeless, non-English speakers, low-income or otherwise in need of ongoing support, will be more vulnerable during and after an emergency. A partnership approach will be needed between government, private industry, volunteer agencies and the media to ensure essential health-related information and services reach vulnerable residents during an emergency.

Health and medical services will be restored during the recovery period as soon as practical and within the limitations and capabilities allowed of affected agencies.

CONCEPT OF OPERATIONS

General

The King County Health and Medical Area Command Center, led by Public Health – Seattle & King County as per the ESF 8 Basic Plan, coordinates the following:

- Establishment of overall health and medical response and recovery objectives.

- Coordination of incident information with ESF-8 agencies.

- Identification and coordination of medical resources.

- Management of the acquisition and use of medical resources.

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Activation of the health and medical Joint Information System (JIS) as needed to coordinate the content and timing for release of accurate and consistent health and medical information to the public, media, and community response partners.

Coordination of health and medical information

Investigation into the cause and manner of death resulting from an emergency or disaster.

Overseeing regional health and medical surge capacity measures associated with added capacity or mobilization of volunteer personnel

Collaborating with local EOCs to provide logistical support for medical needs shelters, alternate care facilities, medication centers, mortuary operations, family assistance centers, and other field response locations.

Implementing local medication distribution strategies directed by the Local Health Officer.

Coordinating with Bloodworks NW to support the blood distribution system.

Identification of potential sites and support staff for temporary emergency clinics.

Emergency care at shelters and congregate care facilities.

Coordination of medical transportation resources.

Support of recovery activities aimed at restoring health and medical services to pre-event status.

Opening of Family Assistance Centers.

The provision of basic and advanced life support services shall be provided as per existing standard operating procedures, patient care guidelines and treatment/transfer protocols as promulgated or coordinated by the Emergency Medical Services Division of Public Health – Seattle & King County.

The American Red Cross may support the Emergency Medical Services response with additional resources.

The Northwest Healthcare Response Network will support and coordinate with hospitals and long-term care facilities.

Organization

Eastside Fire and Rescue responds to medical emergencies within the City of Issaquah. Public Health - Seattle & King County is the lead agency in providing health medical, and mortuary response within King County.

Procedures

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The City of Issaquah operates under the King County Emergency Medical Services guidelines. For a Mass Casualty Incident Eastside Fire and Rescue follows procedure written in the Seattle-King County Mass Casualty Incident (MCI) Plan. Public Health - Seattle & King County follows procedures written in the King County, Washington, Emergency Management Plan, Emergency Support Function (ESF) 8, Health, Medical, and Mortuary Services.

The King County Medical Examiner has jurisdiction over the bodies of all deceased (RCW 68.50.010). NOTE: Procedures may vary if an incident falls under the jurisdiction of the NTSB, FAA, the State of Washington, or the United States Military.

The King County Medical Examiner's Office will coordinate support of local mortuary services, as needed. Local funeral directors may assist in emergency mortuary services, if requested and at the discretion of the King County Medical Examiner.

If local resources for mortuary services are exceeded, Washington State and/or Federal government resources may provide supplemental assistance. The King County Medical Examiner may make a request for such assistance to Washington State Emergency Operations Center (SEOC) or to the Washington State Department of Health through the King County Office of Emergency Management.

RESPONSIBILITIES

Public Health – Seattle & King County

Before the Event

- Conducts communicable disease surveillance, investigation, and community containment
- Conducts environmental health protective actions such as vector control, environmental sampling, and food product embargoes
- Develops operational and tactical plans for health and medical response
- Coordinates and manages health and medical training and exercise opportunities for healthcare providers throughout the region
- Assesses the region's vulnerability to the health impacts of emergencies and disasters
- Provides ongoing health protection activities such as vaccinations, provider education, and food and water safety assurance

During the Event

- Provides leadership and direction in responding to health and medical emergencies across King County consistent with the authority of the Local Health Officer.
- Activates the Health and Medical Area Command, Joint Information System and the MAC Group as appropriate.
- Provides medical advice and treatment protocols regarding communicable diseases and other biological hazards to EMS, hospitals, and healthcare providers

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- Maintains 24 / 7 Duty Officer program and serves as the primary point of notification for health and medical emergencies in King County.
- Coordinates assessment and response to disaster consequences affecting food safety, water quality, and sanitation.
- Coordinates and collaborates with community response agencies in identifying environmental impact, remediation, and recovery activities.
- Coordinates the response of regional veterinarian services and animal care groups.
- Directs response activities to vector-borne public health emergencies.
- Supports mass care sheltering plans throughout the county in coordination with the American Red Cross and ESF 6 Mass Care agencies. Public Health's role in mass care sheltering will focus on assisting with environmental health assessments at shelters.
- Provides epidemiological surveillance, case investigation, and follow-up to control infectious disease, including acts of bioterrorism and outbreaks of food borne illness.
- Assesses the health and medical impacts and potential consequences posed by a emergencies and disasters and determines appropriate courses of action.
- Directs and manages medical surge capabilities including medical needs shelters, alternate care facilities, medication centers and temporary morgues.
- Coordinates and manages incident information and medical resources for healthcare agencies across King County
- Directs and manages regional isolation, quarantine, and other control measures necessary in response to disease outbreaks.
- Directs and manages mass vaccination and antibiotic dispensing operations.
- Coordinates requests for medical resources with private vendors, the King County ECC and the State EOC, as needed.
- Supports the King County Department of Community and Human Services and the American Red Cross in meeting demands for regional mental health services.
- Directs the development and dissemination of health messages to the public, media, response partners, and community based organizations.
- Activates the Public Health Information Call Center as needed.
- Activates the Community Communications Network during emergencies to provide public health and related information to community based organizations (CBO) and healthcare providers serving vulnerable populations and to receive incident information from CBOs. 2. Support Agencies Assume overall responsibility for emergency mortuary services, including but not limited to, selection of suitable facilities for emergency morgues and ensuring qualified personnel are assigned to operate them.
- Compile data on the official death toll attributed to the disaster situation.

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- Issue all death certificates associated with the disaster.
- Coordinate with local morticians to expand mortuary services as appropriate to the situation.
- Coordinate morgue services including body identification and disposition of unclaimed bodies. Maintain a record of information on all unexpected and violent deaths resulting from the disaster. Investigate and determine the cause of sudden, unexpected, violent, and non-natural deaths. Coordinate the notification of victims' relatives. Keep all necessary records and furnish the Director of Emergency Management with a periodically updated status report and casualty list.
- Provide a representative to the King County ECC, if requested and as resources allow.

After the Event

- Complete work with the King County Medical Examiner's office in documenting and recording deaths related to an emergency event or disaster.
- Review the operations involved in any major health related event or disaster to determine how to better prepare, respond to and recover from similar events.

City of Issaquah Office of Emergency Management

- Develop an inventory of medical facilities, clinics, medical personnel, medical transportation, communications and supply sources.
- Coordinate with local volunteer, social service and religious organizations to assist with crisis counseling services.
- Determine the need for crisis stress teams to provide counseling to emergency workers and disaster victims.

City of Issaquah Mayor's Office, Public Information Officer

- Serve as the Public Information Officer (PIO) and coordinate the dissemination of public information concerning public health services with Incident Command.

City of Issaquah Police Department

- Provide security to field morgue operations and facilities.
- Provide perimeter control at incident scenes when requested.
- Provide crowd and traffic control, law enforcement operations, and crime scene investigations, if requested and as resources allow.
- Coordinate additional security support for local hospitals and clinics, if requested and as resources allow.
- Coordinate quarantine enforcement with the Seattle-King County Department of Public Health, if requested and as resources allow.
- Assist in the contacting and transporting of critical hospital personnel, if requested and as resources allow.

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- Provide assistance to the King County Medical Examiner, including but not limited to, security for field morgue operations and facilities, and perimeter control at incident scenes, if requested and as resources allow.

City of Issaquah Public Works Operations Department

- Assist with establishing temporary morgue facilities, if requested and as resources allow.

City of Issaquah Development Services Department

- Conduct safety evaluation of buildings to be used for mortuary services, if requested and as resources allow.

Eastside Fire and Rescue

- Provide for emergency medical services within the City of Issaquah; including shelters providing medical services and congregate care facilities.
- Establish a system to expand emergency medical support.
- Coordinate transportation of the injured.
- Coordinate all aspects of medical care and transportation of patients at the scene, including but not limited to: triage, treatment, transportation, and set-up of an initial morgue area.
- Provide incident status and operational needs to the IMT at regular intervals.
- Coordinate disaster scene operations per the Mass Casualty Incident procedures established in the King County Fire Resources Plan.

King County Office of Emergency Management

- Coordinate requested supplemental emergency medical and logistics support as requested by the City.

Washington State Emergency Operations Center (SEOC)

- Coordinate requested supplemental emergency medical and logistics support as requested by the King County Office of Emergency Management.
- In conjunction with the Washington State Department of Health and the Seattle-King County Department of Public Health, coordinate supplemental assistance to support local mortuary services.

Washington State Department of Health

Assist local and county agencies as needed, including during mass fatality events.
Federal Bureau of Investigation

- Assist in victim identification services, if requested.

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Federal Emergency Management Agency

- When local, State, and volunteer agencies' capabilities to provide public health services are exceeded, FEMA may assign Federal agencies under mission assignment to supplement State and local public health efforts.
- Coordinate Federal assistance to supplement local emergency mortuary services.

United States Department of Agriculture

- Under guidelines of the Food and Drug Administration, work with State and local governments in establishing public health controls for the proper disposal of contaminated food and drugs.

Department of Defense

- Provide labor, equipment and facilities to support emergency mortuary services if needed.

American Red Cross

- Assist as needed, and as available, to manage temporary shelters and disaster assistance distribution centers.

Northwest Healthcare Response Network (NWHRN)

- Develop and sustain situational awareness for healthcare organizations in King and Pierce Counties.
- Coordinate the restoration and sustainment of the healthcare supply chain in partnership with healthcare organizations and public agencies.
- Coordinate healthcare mutual aid.
- Coordinate non-medical resource support to healthcare.
- Coordinate medical resource support to healthcare.

Area Hospitals and Other Medical Providers and Facilities

- Maintain procedures and protocols for reducing patient population for events that may require evacuation, and procedures for continuing medical care for those that cannot be evacuated.

REFERENCES

City of Issaquah Emergency Operations Center Manual

King County Comprehensive Emergency Management Plan

King County Medical Examiner's Emergency Operations Plan

King County Emergency Operations Center Manual

Seattle King County Multiple Casualty Incident Plan

Public Health - Seattle & King County Public Health - Seattle & King County Emergency Response Plan

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Public Health - Seattle & King County Mass Fatality and Family Assistance Operations Response Plan

Public Health - Seattle & King County Pandemic Flu Response Plan

Public Health - Seattle & King County Alternate Care Facilities Plan
Eastside Fire and Rescue - Standard Operating Procedures

King County Fire Resources Plan

RCW 68.50.010, Coroner's Jurisdiction over Remains

Washington State Comprehensive Emergency Management Plan

National Response Framework

ATTACHMENTS

None

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ESF-9: SEARCH and RESCUE

LEAD:	City	City of Issaquah Police Department
SUPPORT:	City:	City of Issaquah Department of Public Works Operations City of Issaquah Office of Emergency Management City of Issaquah Development Services Department Eastside Fire and Rescue
	County:	King County Office of Emergency Management King County Sheriff's Office, Search and Rescue Unit
	State:	Washington State Department of Transportation, Division of Aeronautics Washington State Emergency Operations Center (SEOC)
	Federal:	Federal Emergency Management Agency Department of Defense - United States Air Force, Rescue Coordination Center United States Coast Guard
	Non-Gov	None

INTRODUCTION

Purpose

The purpose of this ESF is to provide for the effective utilization of search and rescue (SAR) resources and provide for the control and coordination of various types of SAR operations involving persons in distress.

Scope

This Emergency Support Function (ESF) addresses wilderness, suburban/urban, and structural SAR operations, and includes search and rescues on the ground, in the air, and in the water.

POLICIES

"Search and rescue" means the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used. Nothing in this section shall affect appropriate activity by the department of transportation under Chapter 47.68 RCW." (RCW 38.52.010)

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The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities. Operation of search and rescue activities shall be in accordance with State and local operations plans adopted by the elected governing body of each local political subdivision. These State and local plans must specify the use of the incident command system for multi-agency/multi-jurisdiction search and rescue operations. The local emergency management director shall notify the department of all search and rescue missions. The local director of emergency management shall work in a coordinating capacity directly supporting all search and rescue activities in that political subdivision and in registering emergency search and rescue workers for employee status. The chief law enforcement officer of each political subdivision may restrict access to a specific search and rescue area to personnel authorized by him. Access shall be restricted only for the period of time necessary to accomplish the search and rescue mission. No unauthorized person shall interfere with a search and rescue mission.” (RCW 38.52.400)

The Police Chief is responsible for SAR operations in the City of Issaquah (City).

The King County Sheriff’s Office (KCSO) is the agency responsible for coordinating administrative services for all SAR activities in unincorporated King County and in other agencies with mutual aid agreements.

The King County Sheriff’s Office (KCSO), in coordination with the City of Issaquah Police Department, activates and coordinates all volunteer SAR units in the City of Issaquah.

PLANNING ASSUMPTIONS

People will become lost, injured, or killed while outdoors, requiring SAR activities in the City of Issaquah.

An emergency or disaster may cause building collapse, leaving persons in life-threatening situations requiring prompt Urban Search and Rescue (USAR) and medical care. This may be referred to as structural SAR.

Large numbers of local residents and volunteers will initiate activities to assist SAR activities and will require coordination and direction within the incident command structure.

Access to damaged sites and/or wilderness locations may be limited. Some sites may be initially accessible by only air or water.

CONCEPT OF OPERATIONS

The City of Issaquah Incident Management Team (IMT) may be activated to provide coordination and technical and administrative support to SAR operations. Similar provisions may be made from the King County ECC and Washington State EOC to support local efforts.

The Police Chief, or designee, is the Incident Commander of SAR operations in the City.

The Incident Commander may request the KCSO SAR Coordinator to activate and coordinate volunteer SAR Units depending on the magnitude and scope of the incident.

If volunteer SAR Units are activated, the KCSO SAR Coordinator will obtain a mission number from the Washington State Emergency Operations Center (SEOC) (WSEMD).

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Specialty rescue teams including water, confined space, high angle, and heavy rescue are available through Eastside Fire and Rescue or mutual aid. Requests for rescue personnel from outside the area may be generated directly from the Incident Commander of Eastside Fire and Rescue.

Coordination from the incident scene or local EOC to the King County or Washington State EOC will be through the normal radio and telephone capabilities, augmented by back-up direction and control systems. Local SAR field operations will utilize whatever communications means necessary to carry out effective SAR operations.

An adequate number of volunteers can be recruited for most suburban/urban SAR purposes from within the King County SAR volunteer organizations. However, neither King County nor the volunteers can provide all necessary equipment or labor to cope with all types of SAR missions. Mobile support units may be available upon request from adjoining political subdivisions, or from EMD, to ensure and support maximum SAR efforts. All requests for outside resources will be made through normal emergency management channels.

Ground Search and Rescue

Local Level:

There is no search and rescue organization at the City/local level. Issaquah has mutual aid agreements for police services with the King County Sheriff's Office, which has a search and rescue organization. Initial search activities will be conducted by Issaquah Police Department personnel.

Local law enforcement may participate in a search for a missing person based on the activation of a personal locator beacon (PLB) when there is a reasonable likelihood that a person is located within their jurisdiction. Upon location of the missing person, the incident becomes a ground SAR operation under the direction and control of the chief local law enforcement officer.

County Level:

The King County Sheriff's Office is responsible for search and rescue operations within its jurisdiction. The King County Sheriff's Office will provide search and rescue operations within the City of Issaquah if requested by the City. The King County Office of Emergency Management supports the Sheriff's Office in its use of registered emergency workers and provides coordination with the Washington State Emergency Operations Center (SEOC) whenever necessary.

The King County Search and Rescue Association is organized as an auxiliary of the Sheriff's Office and is supported by volunteer search and rescue organizations.

Search and rescue volunteer units are organized under the authority of the King County Sheriff's Office. Volunteers are all registered as emergency workers and follow guidelines established by RCW 38.52 and WAC 118-04.

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State Level:

The Washington State Emergency Operations Center (SEOC) has a coordinator of search and rescue operations, to coordinate the resources of other political subdivisions, as well as state, out of state, federal, and international agencies. The Washington National Guard and other state agencies provide personnel and equipment to staff and operate the Washington State Rescue Coordination Center. The Washington National Guard conducts light Urban Search and Rescue (USAR) operations and provides support to state and local USAR resources.

Federal Level:

The US Air Force directs inland Search and Rescue operations for downed or missing military aircraft, scheduled carriers, aircraft carrying people or items of national significance, and aircraft of international origin.

The National Park Service directs Search and Rescue operations under its exclusive jurisdiction unless by agreement this is delegated or shared with another responsible agency, such as local law enforcement.

The Federal Emergency Management Agency (FEMA) is the lead agency for the National Urban Search and Rescue (USAR) Response System. Puget Sound USAR, based in Pierce County, Washington, is one of 25 teams capable of responding anywhere in the nation.

Marine Search and Rescue

Local level:

There is no marine search and rescue organization at the City/local level. Issaquah has mutual aid agreements for marine search and rescue services with the King County Sheriff's Office, which has a Marine and Dive Unit.

County Level:

Upon notification of a possible boating accident or possible drowning, the Issaquah Police Department will notify the King County Marine Police Unit who will direct water search and rescue operations for the City of Issaquah.

Underwater evidence searches will be coordinated by the Issaquah Police Department utilizing the King County Marine Police Unit, who will obtain an evidence mission number using the proper procedures.

State Level:

There is no marine search and rescue organization at the Washington State level.

Federal Level:

The United States Coast Guard directs maritime Search and Rescue operations on or above navigable waters or off the Pacific shores and assists with inland Search and Rescue operations (coordinated through Seattle Rescue Coordination Center, 13th Coast Guard District Command Center).

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Air Search and Rescue

Local level:

There is no air search and rescue organization at the City/local level. Issaquah has mutual aid agreements for air search and rescue services with the King County Sheriff's Office, Air Support Unit, which has air search and rescue capabilities.

Local law enforcement may participate in a search for downed or missing aircraft when there is a reasonable likelihood that a craft is located within their jurisdiction. The Washington State Department of Transportation is the primary agency responsible for downed aircraft in a SAR operation and may be coordinated with the King County Sheriff's Office, Air Support Unit. Upon location of the downed aircraft, the incident becomes a ground SAR operation under the direction and control of the chief local law enforcement officer.

County Level:

The King County Sheriff's Office may provide air search and rescue if requested and as weather permits. Assistance for this service within the city limits of Issaquah must be requested by the Issaquah Police Department. King County Sheriff's Office volunteers specific to air search and rescue missions are registered by the Washington State DOT, Aviation Division, under RCW 47.68 and WAC 468.200.

State Level:

The Washington State Department of Transportation (WSDOT) is responsible for conducting and managing all aerial SAR within the State. This includes SAR efforts involving aircraft and airships. WSDOT is also responsible for SAR activities involving electronic emergency signaling devices such as emergency locator transmitters (ELT's) and emergency position indicating radio beacons (EPIRB's)." (RCW 47.68.380) At the request of WSDOT or the United States Coast Guard, local law enforcement agencies may assist in these SAR operations.

Federal Level:

The United States Air Force directs search operations for downed or missing military aircraft, aircraft carrying people or things of national significance, or aircraft of international origin.

RESPONSIBILITIES

City of Issaquah Police Department

Before the Event

- Train personnel in basic search and rescue operations on a regular and on-going basis that provides for single agency and multiple agency operations.
- Establish procedures for coordinating search and rescue operations with the King County Sheriff's office.
- Develop and maintain SOPs for SAR activities.
- Maintain personnel and equipment resource lists.
- Assess equipment and ensure that equipment is in proper working order.

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During the Event

- Establish Incident or Unified Command, as appropriate.
- Activate the IMT as required.
- Coordinate search and rescue operations.
- Request the King County Sheriff's Office's response to activate and coordinate volunteer SAR units, if appropriate.
- Conduct and document all investigative activities.
- Provide on-site security, if appropriate.

After the Event

- File all search and rescue documentation with the appropriate agencies.
- Conduct after-action interviews and document after-action reports.

City of Issaquah Public Works Operations Department

- Coordinate heavy equipment procurement and operation, if requested and as resources allow.
- Provide resources and staff, if requested and as resources allow.

City of Issaquah Office of Emergency Management

- Ensure coordination for all City departments in search and rescue operations, and coordinate services through other local, State and Federal resources.

City of Issaquah Development Services Department

- Provide technical expertise in the evaluation of damaged structures, if requested and as resources allow.

Eastside Fire and Rescue

- Conduct technical rescue operations, commensurate with the availability of equipment and the degree of specialized training to include:
- Extricate trapped person(s).
- Render essential medical aid at time of release and/or prior to removal.
- Accomplish other tasks commensurate with the situation and capabilities.
- Represent the department in the Incident Command for structural SAR, if appropriate.

King County Office of Emergency Management

- Register volunteers involved in SAR, in coordination with the City of Issaquah and the King County Sheriff's Office.
- Maintain EOC standard operating procedures (SOP's) for SAR operations.
- Maintain a SAR personnel list.

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- Promote survival and emergency preparedness education programs in consultation with local officials, volunteer, and civic service organizations to help minimize SAR incidents.
- Activate EOC, if appropriate, and/or establish necessary communications support.
- Support SAR operations as requested by the Incident Commander and/or the SAR Coordinator.

King County Sheriff's Office, Search and Rescue Unit

Before the Event:

- Appoint a SAR Coordinator who will coordinate and serve as advisor to all local SAR units.
- Maintain an SAR Unit Call-Out List and procedures for activating SAR Units.
- Assist in the recruitment and training of volunteers in SAR skills.
- Coordinate SAR activities and training with SAR volunteer organizations.
- Identify the emergency needs for equipment and supplies, and coordinate with the City of Issaquah Police Department to ensure that it is available for deployment within the City's jurisdiction.
- Assess equipment and ensure that equipment is in proper working order.
- Assess training needs and ensure response personnel retain proper certification to meet State and local requirements.

During the Event:

- Notify appropriate SAR units of activation. The King County Sheriff's Office may request the King County Office of Emergency Management to assist with this function.
- Request additional resources, as needed. Requests for King County, or Washington State agencies or Federal resources should be submitted to King County Office of Emergency Management.
- Maintain a detailed log of SAR activities during the mission.
- Provide labor for SAR activities under the direction and control of the SAR Coordinator.
- Continue SAR mission until subject(s) has been located and/or the SAR Coordinator terminates the mission.
- Coordinate local SAR resources, as necessary.
- Submit request to the Washington State Emergency Operations Center (SEOC) for additional resources when local capabilities are exceeded.
- Register additional volunteers as needed that may be utilized in SAR activities.

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- Coordinate SAR administration functions and serve as an administrative advisor to the local SAR units.
- Obtain SAR mission number from the King County Sheriff's Office, upon request.

After the Event

- Notify or request the King County Office of Emergency Management notify the Washington State Emergency Operations Center (SEOC) to terminate the mission, allowing adequate time for volunteers to return home.
- Submit appropriate forms and reports to the Washington State Emergency Operations Center (SEOC) within 10 working days after the operation/mission is terminated.
- Arrange for an after action critique of the mission, as appropriate, for the purpose of determining strengths and weaknesses in mission response and ways of improving future effectiveness for all responders.
- Restore equipment, vehicles, forms, etc., to a state of operational readiness.
- Upon receiving notification from the SAR Coordinator that the mission is terminated, notify the Washington State Emergency Operations Center (SEOC) to terminate the mission number, allowing adequate time for volunteers to return home, if requested.
- File SAR reports (Forms: DEM-77 and DEM-78) with Washington State Emergency Operations Center (SEOC) within 15 days of operation/mission termination.
- Function as the administrative arm for SAR activities in King County. Oversee quality assurance in partnership with the King County Sheriff's Office and conduct audits.
- Keep and maintain SAR mission records, and forward appropriate records and reimbursement requests to the Washington State Emergency Operations Center (SEOC).
- Process compensation claims for Emergency Workers (volunteers) resulting from SAR missions, as necessary.

Washington State Emergency Operations Center (SEOC)

- Provide for the coordination of State and local SAR resources.
- Request Federal Urban Search and Rescue assistance, as requested by the King County Office of Emergency Management.

Washington State Department of Transportation

- Department of Transportation, Division of Aeronautics, will support SAR operations, as requested by the SAR Coordinator and/or EMD.

Federal Emergency Management Agency

- Task Federal agencies to perform SAR activities if a Presidential Disaster Declaration has been issued.
- Department of Defense - United States Air Force, Rescue Coordination Center

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- Coordinate Federal resources providing SAR assistance to states during non-disaster times (reference National SAR Plan)

United States Coast Guard

- Direct all SAR operations on or above navigable waters.

REFERENCES

City of Issaquah Emergency Operations Center Manual

Eastside Fire and rescue – Standard Operating Procedures

King County Comprehensive Emergency Management Plan

King County Emergency Coordination Center Manual

King County Sheriff's Office Standard Operating Procedures

RCW 38.52.400, Search and Rescue Activities – Powers and Duties of Local Officials

RCW 47.68.380, Search and Rescue

WAC 118-04, Emergency Worker Program

Washington State Comprehensive Emergency Management Plan

National Response Framework

National Search and Rescue Plan

ATTACHMENTS

None

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ESF-10: OIL and HAZARDOUS MATERIALS RESPONSE

LEAD: City: Eastside Fire and Rescue

SUPPORT: City: City of Issaquah Office of Emergency Management
City of Issaquah Police Department
City of Issaquah, Mayor's Office, Public Information Officer
City of Issaquah Public Works Operations Department

Local: None

County: King County Office of Emergency Management
Public Health - Seattle & King County

State: Washington State Department of Ecology
Washington State Department of Health
Washington State Department of Labor and Industries
Washington State Emergency Operations Center (SEOC)
Washington State Patrol

Federal: Federal Emergency Management Agency
United States Coast Guard
United States Environmental Protection Agency

Non-Gov: None

INTRODUCTION

Purpose

To provide for the effective and coordinated response by the City of Issaquah (City) and other local responders to protect emergency workers and the public from adverse effects of a hazardous materials incident.

To provide the format to manage a hazardous materials incident in partnership with Eastside Fire and Rescue (EFR) Public Health - Seattle & King County, and/or the Washington State Patrol (WSP) by establishing Incident or Unified Command depending on the type, severity, and needs of the specific incident.

To identify the City of Issaquah's, including Eastside Fire and Rescue, Public Health - Seattle & King County, and the Washington State Patrol's response activities relating to a hazardous materials incident within the City.

Scope

This Emergency Support Function (ESF) addresses the City of Issaquah's/ Eastside Fire and Rescue's, Public Health - Seattle & King County, and the Washington State Patrol's activities relating to a hazardous materials incident.

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POLICIES

Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPC). The City of Issaquah is a member of the King County LEPC. It is the responsibility of each LEPC to develop a Hazardous Material Response Plan (HMRP). Planning may include coordination with outside agencies, recognition procedures, safe distance for places of refuge, site security, control procedures, evacuation routes and procedures, and a list of required personal protective equipment. The City is a member of the Eastside Hazardous Materials Team through Eastside Fire and Rescue.

The Community Right to Know Act requires all facilities with hazardous materials to report types and amounts of hazardous materials to the Local Emergency Planning Committee. These facilities are also required to maintain plans for warning, notification, evacuation and site security under numerous regulations.

Eastside Fire and Rescue is the lead Incident Command agency for all hazardous material incidents within the City.

Unified Command will be used in all hazardous materials incidents.

All Eastside Fire and Rescue firefighters are trained in basic hazardous materials awareness and have access to the DOT hazmat information booklet, which includes containment, evacuation, and descriptive information for all hazardous materials.

Eastside Fire and Rescue will integrate with the City of Issaquah Incident Management Team (IMT) when it is necessary to evacuate, shelter, or care for victims of a hazardous materials event.

Harborview Medical Center is the lead agency for the treatment and distribution of patients requiring decontamination and assistance from chemical exposures.

PLANNING ASSUMPTIONS

Hazardous materials or oil spill incidents can occur anywhere, at any time, as identified in the City of Issaquah annex to the King County Regional Hazard Mitigation Plan, and may develop slowly or may occur suddenly and without warning.

The possible effects of an emergency could range from minor cleanup to the evacuation of residences, businesses, and special facilities.

Properly trained and equipped local emergency responders can handle most hazardous materials incidents.

Protective actions that may be necessary for the public in the affected area may include sheltering, evacuation, and the protection of animals, water and food supplies. The choice of protective actions will depend on many factors including the magnitude, severity and urgency of the situation, the characteristics of the area, population affected, weather and road conditions.

A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.

Emergency exemptions may be needed for disposal of contaminated materials.

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A hazardous materials incident may cause the relocation of the City of Issaquah Emergency Operations Center.

The Incident Command System will be maintained by government and supporting organizations during hazardous materials emergencies.

Often hazardous materials incidents require isolation, evacuation or shelter in place to protect citizens or responders from the effects of a release. In some cases, it may be unsafe or impractical to move a large population during a hazardous materials event. When this is the case, shelter in place may be the only practical solution.

CONCEPT OF OPERATIONS

On state and interstate roadways, the Washington State Patrol (WSP), under Incident or Unified Command, is responsible to coordinate command, control, and mitigate hazardous materials incident response activities in the City.

On all roadways other than state and interstate roadways, Eastside Fire and Rescue, under Incident or Unified Command, is responsible to coordinate command, control, and mitigate hazardous materials incident response activities in the City.

The City of Issaquah will assist the Washington State Patrol and Eastside Fire and Rescue in hazardous materials incidents in the City, as appropriate.

The emergency response operations of a hazardous materials incident may require multi-disciplinary response. Respondents may include fire services, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health, and other agencies.

The National Incident Management System (NIMS) will be used in all hazardous materials incidents from start to finish, in accordance with local, State, and Federal laws.

Any department, agency, or private business becoming aware of a hazardous materials incident shall immediately notify 911 (City of Issaquah Police Department Dispatch) for dispatch of appropriate emergency response personnel.

The King County Office of Emergency Management (KCOEM) will notify the Washington State Emergency Operations Center (SEOC) (WSEMD) and submit requests for assistance, if appropriate.

State agencies will respond to hazardous materials incidents according to appropriate State and Federal laws, regulations, and other agency plans.

Federal agencies and resources will be utilized if local and State capabilities have been exceeded and/or if Federal response is required under Federal laws, regulations, and plans.

The City of Issaquah may activate AM 1700 to alert the community of hazardous material releases. Citizens can also expect to be notified of a major release by local news reports, or door to door contact by local police and firefighters. Following an earthquake, door to door warning may be hampered by collapsed roads and bridges.

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Procedures for response will vary based on the location of the hazardous materials release, the material released, and the population impacted. Generally, efforts include warning of the public, requests for local experts, notification of various agencies, requests for cleanup resources, recovery of response and cleanup costs, and monitoring the site.

RESPONSIBILITIES

The structure of the local agency's on-scene management will depend on the size and scope of the incident. The Incident Commander will be responsible for the coordination and management of the on-scene response. For the purpose of this Comprehensive Emergency Management Plan, the Incident Commander will be the on-scene official from the first response agency until relieved by a higher authority.

Eastside Fire and Rescue

Before the Event

- Develop and maintain current standard operating procedures (SOPs) to be used during a chemical release incident.
- Continue to work with the Eastside Hazardous Materials Team in developing and maintaining plans for proper response and handling of chemical and hazardous materials spills and releases.
- Participate in the development of training and exercise programs with other first responders in the community for responding to a hazardous materials incident.
- Prepare and regularly update a list of businesses in the City of Issaquah that present potential issues with hazardous materials due to their manufacture and/or need for on-site hazardous chemicals and other substances commonly known as hazardous materials.

During the Event

- Initiate emergency alerts in the event of a chemical and hazardous materials spill or release.
- Activate the IMT as needed.
- Coordinate information releases with the City's Communication Coordinator.
- Coordinate response assistance from the Eastside Hazardous Materials Team.
- Assist other first responders in executing evacuation orders, if necessary.
- Provide initial emergency medical assistance to victims.

City of Issaquah Office of Emergency Management

- Support recovery efforts as identified in emergency response procedures and/or as requested by Incident Commander.

City of Issaquah Police Department

- Maintain emergency contingency plans and resources to ensure continuation of service.

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- Ensure that law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during an incident, and train in these procedures as needed.
- Assist with evacuation and site security for hazardous materials releases.
- Provide crowd and traffic control, when needed.
- Assist with warning and emergency information, as required.
- Participate in hazardous materials incident management when the incident involves illegal activities (i.e. an illegal drug lab or bio or chemical agent).
- Provide a single point of notification and coordination of a hazardous materials incident through the City of Issaquah Police Department's 24-hour Dispatch Center.
- Assist with perimeter control at hazardous materials incident scenes, if requested and as resources allow.
- At the direction of the Incident Commander, assist in door-to-door notifications of the hazardous materials spill or release.
- Provide for traffic control and maintenance of evacuation during a hazardous materials incident.

City of Issaquah, Mayor's Office, Public Information Officer

- Serve as the Public Information Officer for the City of Issaquah, and coordinate the dissemination of public information concerning public health services as it relates to the hazardous materials spill or release.
- Coordinate with Public Health - Seattle & King County PIO and Incident Command prior to disseminating public information.

City of Issaquah Public Works Operations Department

- Provide equipment and labor to assist in the containment of a hazardous materials release, as appropriate.
- Provide assistance to law enforcement with regard to traffic on evacuation routes and at the incident scene.
- Implement protection measures to ensure the safety of the water supply and water/sewer and surface water system.
- Maintain a list of available resources used in hazardous material response.

King County Office of Emergency Management

- Coordinate evacuation and sheltering activities throughout King County.
- Act as the coordinator for the various local emergency organizations and as the local liaison to Washington State Emergency Operations Center (SEOC).
- Activate the King County ECC as appropriate.

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- Coordinate with the City on the Local Emergency Planning Committee (LEPC) relating to hazardous materials in the community.

Public Health - Seattle & King County

- Coordinate with the Washington State Department of Ecology to assess the public health risk from hazardous materials spills.
- Assist in determining when a contaminated site is safe for re-entry.
- Coordinate and provide environmental health services, including inspections for food and water contamination, inspections of temporary housing and disposal of solid and sanitary waste.
- Maintain Public Health - Seattle & King County Hazardous Waste Program.

Washington State Department of Ecology

- Provide on-scene coordination, technical information, containment, cleanup, disposal and recovery, environmental damage assessment, chemical analysis and evidence collection for enforcement actions relating to non-radioactive hazardous materials incidents.
- Maintain a list of cleanup contractors, equipment, and technical and scientific personnel for non-radioactive hazardous materials.
- Coordinate damage assessments of moderate and major spills by activating the State Natural Resource Damage Assessment Team, when appropriate.

Washington State Department of Health

- Serve as the lead agency in Unified Command for incidents involving radioactive materials.
- Provide technical personnel and equipment for use with radioactive materials.
- Provide advice and guidance regarding the health hazards relating to hazardous materials.
- Provide technical assistance, sample collection, laboratory analysis, risk assessment, and control information relative to incidents involving hazardous materials.

Washington State Department of Labor and Industries

- Provide technical assistance and information concerning emergency workers' exposure to hazardous chemicals including information on procedures, protective equipment, and specific chemical properties and hazards of substances.

Washington State Emergency Operations Center (SEOC)

- Maintain 24-hour capability to receive notification of incidents and requests for assistance and initial notification to local, State, and Federal response agencies.
- Coordinate and update lists of local, State, and Federal resources.

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- Coordinate the procurement of State resources for use by the on-scene Incident Commander or as requested by Director of Emergency Management or other designated local or State response agencies.

Washington State Patrol

- Act as the designated Incident Command for hazardous materials incidents on SR 900 and I-90.

Federal Emergency Management Agency

- Develop and test the National Response System (NRS) for oil and other hazardous materials spills, including radiological emergencies.
- Lead coordination role for Federal offsite planning and response coordination for all types of radiological emergencies.

United States Coast Guard

- Operate the National Response Center (NRC), which receives reports of incidents and serves as a focal point for notification of government authorities when a pollution incident occurs.
- Provide advice and assistance to users of the system by accessing computer data files that list hazardous substance characteristics.
- Function as the Federal on-scene coordinator for incidents involving coastal (navigable) waters.

United States Environmental Protection Agency

- Develop and promulgate the National Contingency Plan (NCP), chair the National Response Team (NRT), and co-chair the Regional Response Teams (RRTs).
- Provide emergency response team support for hazardous materials contingencies.
- Respond with advice and technical resources to protect the environment from all types of hazardous materials incidents.
- Act as the Federal on-scene coordinator for incidents involving inland waters.

REFERENCES

City of Issaquah Emergency Operations Center Manual
King County Comprehensive Emergency Management Plan
King County Local Emergency Planning Committee
King County Emergency Operations Center Manual
Eastside Fire and Rescue – Standard Operating Procedures
Eastside Hazardous Materials Team-Spill/Incident Response Plan
City of Issaquah Spill Contingency Management Plan
Washington State Comprehensive Emergency Management Plan

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National Response Framework

Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)

ATTACHMENTS

None

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ESF-11: AGRICULTURE and NATURAL RESOURCES

LEAD: City: City of Issaquah Parks and Recreation Department
City of Issaquah Office of Emergency Management

SUPPORT: City: City of Issaquah Department of Public Works Operations
City of Issaquah, Mayor's Office, Public Information Officer
City of Issaquah Police Department

Local: Sammamish Plateau Water
Cascade Water Alliance

County: King County Office of Emergency Management
Public Health - Seattle & King County

State: Washington State Department of Agriculture
Washington State Emergency Operations Center (SEOC)
Washington State Department of Health

Federal: Federal Emergency Management Agency
United States Department of Agriculture

Non-Gov: American Red Cross
The Salvation Army

INTRODUCTION

Purpose

The purpose of this ESF is to:

- Coordinate the safe delivery of nutrition (food and water) and mass feeding and distribution for persons unable to care for themselves.
- Ensure required supplies are available to the public and establish Community Points of Distribution (CPOD) sites.
- Ensure intended recipients are aware of the availability of emergency supplies and where to receive them.
- Establish awareness regarding natural, cultural, and historic resources (NCH) within Issaquah, potential disaster impacts, and how to mitigate damage and preserve such resources.
- Coordinate response efforts to animal and plant diseases and pests within the City of Issaquah.

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Scope

This ESF addresses nutrition and the procurement and distribution of food and water within the City of Issaquah during an emergency, including coordination with other agencies and Public Information concerning such distribution sites.

The City does not have significant agriculture lands. Agricultural and natural resource functions are typically performed at the Washington State or federal level, such as food inspection. The City will coordinate with and consult experts in various fields as appropriate.

ESF 11 closely supports ESF 6, Mass Care, Emergency Assistance, Housing, and Human Services. Activities within the scope include:

- Participation in mitigation and preparedness activities.
- Participation in needs assessments and efficient use of food and water resources following an emergency or disaster.
- Restoration and temporary repair of means normally used for food and water distribution.
- Preservation and restoration of NCH sites.
- Coordination between City, County, State and special purpose districts as needed.

POLICIES

When required to implement emergency control of food resources, the City will prioritize the distribution of food to ensure all segments of the population are adequately addressed. This prioritization may involve partnering with a private business and NGO's in order to best assess the needs of the community as they relate to food, water and other basic life commodities.

Normal supply services and channels of City government will be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be purchased from outside services.

The purchasing procedures and policies governing the acquisition of supplies and equipment by the City of Issaquah government are established by Municipal Code. These codes are compatible with state statutes and allow for the acquisition of supplies and equipment in emergencies.

RCW 38.52.070 gives "each political subdivision, in which any disaster occurs, the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise these powers without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publications of notices, provisions pertaining to the performance of public works, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds."

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The City of Issaquah Water Department and the Sammamish Plateau Water will test the water supply in Issaquah after major events that may reduce water quality. The water departments may disinfect the water supplies to maintain public health.

The City will coordinate with community, human and social services organizations, including Public Health of Seattle & King County as appropriate.

The City will coordinate with the State Veterinarian and the USDA Animal and Plant Health Inspection Service (APHIS), Area Veterinarian-in-Charge as appropriate.

Coordinate with federal, State, county, and other local jurisdictions for the protection of NCH resources prior to, during, and/or after an incident.

It is the policy of the City to educate its citizens, businesses, and staff regarding their responsibility to provide for their own food and water for a minimum of 72 hours following a natural or technological disaster.

PLANNING ASSUMPTIONS

Under emergency or disaster conditions, the City of Issaquah Parks and Recreation Department and the Office of Sustainability are responsible for the coordination of mass care of the public.

The City will work with all community, humanitarian, and social service organizations such as the American Red Cross and The Salvation Army to assist in the coordination of this activity.

Public Health - Seattle & King County will provide guidance to the City and King County agencies and individuals to ensure the safety of food and water to the public.

The distribution of food and water, needs to be a community-wide effort to include City government and private agencies and businesses.

The Sammamish Plateau Water, Cascade Water Alliance, Water Association and the City of Issaquah Public Works Operations Department are prepared to deal with minor to moderate damage in the City's water systems after an emergency or disaster, but will most likely need outside assistance to recover from damage to water infrastructure after a severe event such as a major earthquake.

Distribution of food and water, will tax and possibly exceed government, humanitarian, and social service agencies capabilities.

The City has limited experience in coordinating the distribution of food and water in a catastrophic event and if not handled properly, food and water can become vehicles for illness and disease transmission, which must be avoided.

A contagious animal disease and/or plant pest infestation requires animal control and the disposition of dead animals, and/or a pest control function that includes the safe disposition of infected plants. Issaquah does not have expertise in these matters and will coordinate with the appropriate county, state, or federal agencies as appropriate.

The incident may require the City to coordinate with the Washington State or King County departments of natural resources for guidance and help in the response and recovery phases.

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Affected citizens that own large and/or small animals may require additional assistance in the care of their animals.

CONCEPT OF OPERATIONS

General

City residents obtain their drinking water from the City's public water supply, the Sammamish Plateau Water, the Cascade Water Alliance, or through private wells. These systems will remain in use to the extent possible and water rationing will be implemented as needed.

The Public Works Operations Department, the Sammamish Plateau Water, the Cascade Water Alliance are responsible for determining if the City's water supplies are potable. If not, potable water purveyors will coordinate with the Public Information Officer to inform the public of acceptable uses or treatment of the City's supplies. Additionally, the suppliers will inform the City of the need to procure outside water resources until the City's systems are uncontaminated.

The City of Issaquah Incident Management Team (IMT) will coordinate all food and water resources within the City limits. To the extent practical from available food stocks, food supply selection will consider cultural needs and restrictions.

The City will identify local staging areas and Community Points of Distribution (CPOD) for commodities. The City has CPOD trained staff and volunteers. See CPOD procedures.

During an emergency or disaster, the City will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations, and distributors of food and drinking water. .

The IMT in conjunction with King County Office of Emergency Management (KCOEM), will coordinate King County, Washington State, and Federal services needed in providing food and water to Issaquah residents on a long-term basis.

In response to an outbreak of a particularly virulent or economically devastating zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating pest infestation the Issaquah IMT will coordinate with state, county, and local responders and subject matter experts to manage the response.

During a disaster actions taken to protect, conserve, rehabilitate, recover, and restore Natural, Cultural, and Historic (NCH) resources will be coordinated by the Issaquah IMT and guided by Issaquah policies and procedures, with assistance from county, state, and federal agencies.

Public Health - Seattle & King County will provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information/recommendations for the safe storage and distribution of emergency food.

Organization

The American Red Cross and The Salvation Army have limited supplies, food, and potable water stored for disaster. These supplies could be used if shelters are opened within the City.

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The Public Information Officer will inform the public as to the status of food, water and other supplies that may be needed, the location(s) where distribution will take place and the time or times when such distributions will take place.

The IMT will coordinate supplemental supplies of food and water through the King County ECC.

The IMT will coordinate response to plant and animal disease through the KC ECC and State EOC.

The IMT will support the preservation of NCH sites damaged or threatened by the event.

RESPONSIBILITIES

During the Event

- Coordinate, supervise and manage the distribution and conservation of food and water supplies required to meet the basic needs of the staff and citizens in the City of Issaquah.
- Monitor plant and animal disease status and coordinate with King County and Washington State agencies as needed.
- Support the preservation of NCH sites.

After the Event

- Ensure all food, water, and cooking supplies are inventoried, and supplies are returned to their appropriate locations.
- Restock inventories to standard pre-event levels.

City of Issaquah Office of Emergency Management

- Coordinate and maintain liaison with private providers of mass care resources and services.
- Coordinate with all appropriate departments and agencies to ensure operational readiness.
- Prepare for the procurement of food, water and cooking supplies required to meet the basic needs of the staff and citizens in the City of Issaquah.
- Ensure all food, water, and cooking supplies are inventoried, and supplies are returned to their appropriate locations.

City of Issaquah Department of Public Works Operations

- Determine the safety of water supplies within the City following any event that could contaminate the supplies.
- Work with the Public Information Officer to inform the public of possible hazards, if the water supply is not potable.
- Work with the IMT to procure adequate water resources, if the water supply is not potable.

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City of Issaquah, Mayor's Office, Public Information Officer

- Serve as the Public Information Officer.
- Coordinate the release of public information and instructions with Incident Command, KC ECC and Public Health – Seattle & King County regarding issues related to Nutrition, plant and animal diseases and NCH sites.

City of Issaquah Police Department

- Provide or coordinate security at food storage areas and crowd control at distribution sites, if requested and as resources allow.

King County Office of Emergency Management

- Request the assistance of King County agencies and private organizations having emergency mass care capabilities, when requested by local governments.
- Provide overall logistical support of nationally donated goods to the area.
- Coordinate all public information and instruction, and media relations as defined in the King County Comprehensive Emergency Management Plan.

Public Health - Seattle & King County

- Analyze water samples from sources suspected of contamination and make appropriate recommendations.
- Develop procedures to notify the residents of King County how to treat contaminated food and water.
- Provide advice and direction concerning disease control.

Sammamish Plateau Water

- Determine the safety of the water supplies supplied by the Sammamish Plateau Water to City residents and businesses following any event that could contaminate the supplies.
- Work with the City Public Information Officer to inform the public of possible hazards, if the water supply is not potable.
- Work with the City of Issaquah IMT to procure adequate water resources, if the water supply is not potable.

Cascade Water Alliance

- Determine the safety of the water supplies supplied by the Cascade Water Alliance to City residents and businesses following any event that could contaminate the supplies.
- Work with the City Public Information Officer to inform the public of possible hazards, if the water supply is not potable.
- Work with the City of Issaquah IMT to procure adequate water resources, if the water supply is not potable.

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Washington State Department of Agriculture

- Supplement local health agencies in the regulation and inspection of consumable foods at the point of preparation.

Washington State Emergency Operations Center (SEOC)

- Request the assistance of State agencies and private organizations having emergency mass care capabilities when requested by local governments.
- Alert those Washington State and local agencies that have the expertise needed with managing food and plant and animal disease, water and historic and cultural sites.

Washington State Department of Health

- If available, coordinate and inspect appropriate response with all water suppliers, and residents and businesses in relation to private wells.

Federal Emergency Management Agency

- Assist in the receipt of foods and other goods.
- Authorize the Disaster Supplemental Nutrition Assistance Program (D-SNAP)

United States Department of Agriculture

- Assist in the inspection of foods and other goods.

American Red Cross

- If resources are available, provide disaster victims with food, clothing, shelter, first aid, and other urgent immediate needs.
- Assess equipment and training needs.
- Provide liaison to the King County ECC.

The Salvation Army

- If resources are available, provide disaster victims with food, clothing, shelter, first aid, and other urgent immediate needs.

REFERENCES

American Red Cross Disaster Plan

City of Issaquah Emergency Operations Center Manual

City of Issaquah CPOD Operating Procedures

King County Comprehensive Emergency Management Plan

King County Emergency Operations Center Manual

RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures

Washington State Comprehensive Emergency Management Plan

National Response Framework

City of Issaquah, Washington
2016 Comprehensive Emergency Management Plan

ATTACHMENTS

None

City of Issaquah, Washington
2016 Comprehensive Emergency Management Plan

ESF-12: ENERGY

LEAD:	City:	City of Issaquah Office of Emergency Management
SUPPORT:	City:	City of Issaquah Public Works Engineering Department City of Issaquah Public Works Operations Department City of Issaquah Police Department
	Local:	None King County Office of Emergency Management
	State:	Washington State Emergency Operations Center (SEOC)
	Federal:	Federal Emergency Management Agency
	Non-Gov:	Puget Sound Energy Williams Northwest Pipeline Company

INTRODUCTION

Purpose

To provide for the effective utilization of available electric power and petroleum products, as required to meet essential needs of the City of Issaquah (City) during an emergency or disaster.

To facilitate coordination with private utilities required to meet essential needs during an emergency or disaster.

Scope

This Emergency Support Function (ESF) addresses:

- Assessing energy systems and infrastructure damage, supply, demand, and requirements to restore such systems.
- Assisting City departments and agencies in obtaining fuel for transportation, communication, emergency operations, and other critical facilities.
- Helping energy suppliers in obtaining equipment, specialized labor, and transportation to repair or restore service to pre-disaster levels.

POLICIES

The priority of the City shall be to protect lives and property, including critical energy and utility lifelines, and the environment.

City personnel, under a Proclamation of Local Emergency, have the authority to evaluate and repair utilities on private property that jeopardize public and private property, or threaten public health or the environment.

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RCW 43.21G.040 [7] The governor shall make a reasonable, good faith effort to provide the joint committee on energy and utilities (Committee) with notice when the governor is considering declaring a condition of energy supply alert or energy emergency. The governor shall immediately transmit the declaration of a condition of energy supply alert or energy emergency and the findings upon which the declaration is based and any orders issued under the powers granted in this chapter to the committee. The governor shall provide the Committee with at least fourteen days' notice when requesting an extension of a condition of energy supply alert or energy emergency, unless such notice is waived by the committee.(

RCW 43.21G.050 To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each State or local governmental agency is hereby authorized and directed to take action to carry out the orders issued by the governor pursuant to this chapter as now or hereafter amended. A local governmental agency shall not be liable for any lawful actions consistent with RCW 43.21G.030 as now or hereafter amended taken in good faith in accordance with such orders issued by the Governor. ()

PLANNING ASSUMPTIONS

Puget Sound Energy provides electrical power and natural gas to the Issaquah community.

A severe natural disaster or other significant event could destroy or disrupt all or a portion of the City's energy and utility lifelines, and affect firefighting, transportation, communication, and other lifelines needed for public health and safety.

There may be extensive pipeline failures. These failures may take weeks or months to repair.

There may be shortages or hoarding of fuel supplies compromising the City's emergency response capabilities.

CONCEPT OF OPERATIONS

The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities, which form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under most circumstances.

Emergency fuel supplies may be obtained from gas stations, local businesses with fueling facilities or, using specialized equipment, from private underground fuel storage tanks.

The City of Issaquah Public Information Officer will coordinate information regarding electricity and natural gas availability with Puget Sound Energy PIO team members.

To the maximum extent possible during a disaster, energy systems will continue to provide services through their normal means.

Energy resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs (e.g. hospitals, and other medical services).

Energy supply information will be furnished to emergency government officials at all levels to inform the public on proper use of services.

City of Issaquah, Washington
2016 Comprehensive Emergency Management Plan

As needed or requested, energy representatives will compile post-emergency damage assessment reports and transmit them to the King County Office of Emergency Management (KCOEM).

RESPONSIBILITIES

City of Issaquah Office of Emergency Management

Before the Event

- Maintain close liaison with local energy providers and identify 24-hour emergency numbers and contact personnel.
- Coordinate as needed with Puget Sound Energy and the Williams Northwest Pipeline Company regarding emergency preparedness for electrical transmission lines and gas pipelines in an emergency event such as an earthquake or terrorist act.

During the Event (Through the IMT)

- In coordination with Puget Sound Energy and the City of Issaquah Public Information Officer, coordinate emergency public information regarding loss or disruption of energy.
- Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
- Provide the Public Information Officer with necessary information to keep the public and other utilities informed of service availability, restrictions and requirements.
- Coordinate all public information and instructions with the City of Issaquah PIO and the Public Information Officer Team at Puget Sound Energy and any other providers of energy in the City.
- Submit all requests for resources and support that cannot be met locally to the King County Office of Emergency Management.
- Advise utilities of essential emergency services needed to protect life and property.
- Anticipate potential fuel needs for transportation, communications, emergency operations, and other critical facilities and secure necessary fuel supplies.
- Coordinate as needed with Puget Sound Energy and the Williams Northwest Pipeline Company regarding emergency response for electrical transmission lines and gas pipelines in an emergency event such as an earthquake or terrorist act.
- Coordinate fuel needs for IMT activities.

After the Event

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- Coordinate as needed with Puget Sound Energy and the Williams Northwest Pipeline Company regarding long term recovery of damaged electrical transmission lines and gas pipelines in an emergency event such as an earthquake or terrorist act.

City of Issaquah Public Works Engineering Department

- Support and maintain franchise agreements, letters of understanding, contracts, etc. with Puget Sound Energy, and the natural gas pipeline transport agencies to ensure response and recovery operations are conducted in an orderly manner and in Citywide priority sequence to the greatest extent possible.
- Assist in determining priorities among users if an adequate energy supply is not available to meet all essential needs.
- Prepare appropriate disaster assistance forms for submittal to appropriate local, State, and Federal agencies.
- Provide information necessary for compiling damage and operational capability.

City of Issaquah Police Department

- Provide support in securing areas where electrical or natural gas incidents pose a danger to the public.
- Provide assistance in implementing road closures and detours for roadways.
- Provide support in field operations, as appropriate.

City of Issaquah Public Works Operations Department

- Participate with PSE in the Road Clearing Task Force.

King County Office of Emergency Management

- Request representation of providers in the King County ECC, if appropriate.
- Coordinate regional emergency response and recovery operations within King County.
- Respond to City resource requests.

Washington State Emergency Operations Center (SEOC)

- Alert appropriate Washington State agencies of the possible requirement to supplement local energy needs.
- Coordinate with the Washington State Utilities and Transportation Commission to provide supplemental assistance to local government.

Federal Emergency Management Agency

- Coordinate activities of Federal agencies having supplemental energy and utility resource capabilities during a Presidential-declared disaster.

Puget Sound Energy

- Provide damage assessment and repair services in a timely manner.

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- Summarize assessed damage; provide overall event scope and projected restoration timeline(s) to the King County ECC and Issaquah IMT, as requested.
- Coordinate as needed with the City's Office of Emergency Management regarding emergency preparedness, response, and long-term recovery for damaged electric or gas (energy delivery system) components in an emergency event such as an earthquake or terrorist act.

Williams Pipeline Company

- Coordinate as needed with the City's Office of Emergency Management regarding emergency preparedness, response and long-term recovery for damaged/ruptured gas pipelines in an emergency event such as an earthquake or terrorist act.

REFERENCES

City of Issaquah Emergency Operations Center Manual
King County Comprehensive Emergency Management Plan
King County Emergency Operations Center Manual
RCW 43.21 G, Energy Supply- Emergencies and Alerts
Washington State Comprehensive Emergency Management Plan
National Response Framework
Puget Sound Energy Emergency Management Plan

ATTACHMENTS

None

City of Issaquah, Washington
2016 Comprehensive Emergency Management Plan

ESF-13: PUBLIC SAFETY and SECURITY

LEAD:	City:	City of Issaquah Police Department
SUPPORT:	City:	City of Issaquah Office of Emergency Management
		City of Issaquah Department of Public Works Operations
		City of Issaquah Department of Public Works Engineering
		City of Issaquah Office of the Mayor
		City of Issaquah Municipal Court
		Eastside Fire and Rescue
	Local:	Issaquah School District
		NORCOM
	County:	King County Sheriff's Office
		King County Office of Emergency Management
		King County Metro and Sound Transit
	State:	Washington State Patrol
		Washington State Emergency Operations Center (SEOC)
		Washington State National Guard
	Federal:	Federal Bureau of Investigation
		United States Coast Guard
	Non-Gov:	American Red Cross
		Issaquah Communications Support Team
		Issaquah Citizen Corps

INTRODUCTION

Purpose

To provide for the effective coordination of law enforcement operations within the City of Issaquah (City) during an emergency or disaster.

To provide support for local and State law enforcement operations.

To utilize local law enforcement communications resources to support emergency operations.

To provide for and/or assist in the evacuation of all or part of the population of the City of Issaquah (City) from any area stricken or threatened by a natural, technological, or man-made emergency or disaster.

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Scope

This Emergency Support Function (ESF) addresses all public safety activities within the City, including emergency evacuation resources such as buses, vans, aircraft as necessary for relief services, and supplies and further addresses the authorization, direction, routing, and relocation of people from their homes, schools, and places of business. The scope of this section will not attempt to address details regarding mutual aid and regional law enforcement responsibilities and procedures that are contained in other documents.

POLICIES

Under emergency or disaster conditions, local law enforcement activities are the responsibility of the Issaquah Police Department, under authority of the Issaquah Police Chief.

Law enforcement units supplied by other levels of government will remain under the command of their parent agency but will operate under the direction and control of the Incident Commander.

The Issaquah Police Department will maintain normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, property, and the environment.

Primary emergency transportation responsibilities will be divided among the City of Issaquah Public Works Operations Department and the City of Issaquah Public Works Engineering Department (ESF-1). Coordination with King County Metro Transit will be through the King County Office of Emergency Management (KCOEM) or directly through the Incident Management Team (IMT). Normally, King County Metro Transit will coordinate for all people movement and the City of Issaquah IMT will coordinate for all other resource movement.

In accordance with RCW 38.52.110 (1), in responding to a disaster, the City is “directed to utilize the services, equipment, supplies and facilities of existing departments, offices, and agencies of the State, political subdivision, and all other municipal corporations thereof including but not limited to districts and quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.”

PLANNING ASSUMPTIONS

General law enforcement problems are compounded by disaster-related community disruption.

The capabilities of local law enforcement may be strained or exceeded in an emergency event or disaster. Supplemental assistance may be requested through the King County Office of Emergency Management (KCOEM).

The King County Sheriff’s Office (KCSO) may provide assistance in coordination of ground and water search and rescue operations, if requested and as resources allow.

All city-owned vehicles (not otherwise involved in the emergency response) will be available for use by Incident Command.

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Transportation infrastructure may sustain significant damage in a disaster. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services and supplies.

Disaster responses that require transportation capabilities may be difficult to coordinate effectively during the immediate post-disaster period.

The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of resources within the City.

The Issaquah Police Department maintains a 24-hour operational capability, and with the 911 Communications Center, provides two-way radio communication for direction and control of operations.

The ability to process in-custodies into the Issaquah Jail may be unavailable during a disaster. If this is the case, prisoners will be housed in the holding cells and jail cells in adjacent municipalities, processed into the King County Jail in Seattle or the Regional Justice Center Corrections Facility in Kent, or released on written promise to appear.

Some of the population may not follow instructions to evacuate and may choose to remain in homes or places of business, which may create additional risks. The City has no authority to force people to evacuate.

Some people can be expected to evacuate an area of risk to places of their choice prior to receiving official evacuation instructions.

CONCEPT OF OPERATIONS

The Police Chief or his/her designee will integrate Emergency Operations with the IMT

If an emergency occurs within the City limits, the Police Department will exercise overall authority for law enforcement activities and responsibilities.

On-scene management of multi-agency emergencies will follow the National Incident Management System (NIMS) as published by the National Emergency Management Institute and the National Fire Academy.

Field communications posts may be established whenever the emergency requires the response of multiple public units and coordination of police activities in the field.

The Incident Commander shall provide regular status reports and coordinate all requests for additional resources.

The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies. Letters of mutual support exist with various law enforcement agencies.

The City of Issaquah Police Chief or his/her designee will coordinate activities with the on-scene military commander in the event military troops are utilized to maintain order.

The Issaquah Police Department will coordinate with King County Sheriff's Office whenever air space restrictions are necessary during emergency response or recovery activities.

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The Incident Commander may issue evacuation orders to mitigate dangerous and/or life-threatening situations.

The evacuation of people from areas of risk in the City may involve the emergency responses of more than one government jurisdiction. The movement of people may be across jurisdictional boundaries and on public streets, roads and highways (and possibly waterways) under the supervision and control of one or more jurisdictions including cities, counties, and the State of Washington.

City officials will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the City of Issaquah IMT to the King County Office of Emergency Management.

Direction and control of on-scene evacuation activities shall be performed by uniformed personnel, whenever possible.

Provisions for the evacuation of individuals with special needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the specifics of the situation.

Information related to the evacuation of individuals into or from the City will be shared with the public and the media through the City of Issaquah Public Information Officer and coordinated with Incident Command.

RESPONSIBILITIES

Issaquah Police Department

Before the Event

- Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
- Train personnel to the appropriate level for their required response.
- Participate in emergency response exercises, drills, and training.
- In coordination with the City of Issaquah Office of Emergency Management and the City of Issaquah Public Works Engineering Department, identify and establish evacuation routes.
- See Annex 1, Community Evacuation Plan, for more details.

During the Event

- Integrate operations with the IMT.
- Provide law enforcement activities within the City, which include the enforcement of any special emergency orders issued by the Mayor or Incident Commander.
- Provide emergency traffic control, damage survey, coordinate reconnaissance of impacted areas, and assist with initial citywide damage assessment as appropriate.

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- Recommend the evacuation of endangered population. Inform the public of evacuation orders including, but not limited to: door-to-door notification of persons in affected area, and warning the public through the use of mobile public address systems. Provide security to the evacuated property if necessary, and as resources allow.
- Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.
- Provide support to the King County Medical Examiner in the investigation, identification, recovery, and management of deceased persons.
- Provide support to the IMT in the dissemination of emergency warning information to the public.
- Request through IMT that the Washington State Emergency Operations Center (SEOC) (WSEMD) coordinate temporary air space restrictions, when necessary.
- Communicate and coordinate with the IMT and nearby jurisdictions including King County and the State (WSP and DOT) regarding emergency activities such as evacuation routes, destination area, and reception centers.
- Request public transportation resources planned for use in an evacuation, including King County Metro Transit, the Issaquah School District, etc., through the IMT. See Annex 4, Community Evacuation Plan, for more details.
- Provide E-911 communications and dispatch services.

After the Event

- Support appropriate local, State, and Federal agencies, as conditions warrant and within the realm of City plans and procedures.
- Provide situation and status reports, as requested.

City of Issaquah Office of Emergency Management (Through the IMT)

- .Communicate and coordinate with nearby jurisdictions including Bellevue, Redmond, Sammamish, King County and Washington State regarding emergency activities such as evacuation routes, destination areas, and reception centers. See Community Evacuation Plan, for more details.
- Collect evacuation and people movement intelligence and advise the Mayor of the situation.
- Coordinate resources and information for shelter, evacuation routes, and transportation of people who lack private means.
- Coordinate with the City's Public Information Officer to keep the population advised of evacuation routes, conditions, changes, and plans through the use of AM 1700 radio, and local print and electronic media.

City of Issaquah, Washington
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City of Issaquah Public Works Operations Department

- Provide for removal of debris and abandoned vehicles from evacuation routes, when requested.
- Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.
- In collaboration with the City of Issaquah Public Works Engineering Department, provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices and operational control of traffic signals.

City of Issaquah Public Works Engineering Department

- In collaboration with the City of Issaquah Public Works Operations Department, provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices and operational control of traffic signals.

City of Issaquah Office of the Mayor

- Issue a Proclamation of a Local Emergency and evacuation orders, when appropriate.
- Communicate and collaborate with the City of Issaquah City Council on public safety, security and evacuation issues.
- Provide updated public information on emergency services including staging areas, public shelters, evacuation routes, and instructions to the media and public.

City of Issaquah Municipal Court

- Coordinate with the City's IMT and the Issaquah Police Department regarding the operation of the court and pending hearings during an emergency event, as required by Washington State law or other applicable law.

Eastside Fire and Rescue

- Provide support to the City's Public Information Officer and the City of Issaquah IMT in dissemination of evacuation information to the public.
- Provide support in evacuation efforts affecting the City.

Issaquah School District

- Provide a representative to the City of Issaquah IMT, if requested and as resources allow.
- Coordinate with the City of Issaquah IMT for the provision of school-district transportation assets to assist in meeting emergency transportation needs. See Annex 4, Community Evacuation Plan, for more details.

NORCOM (North East King County Regional Public Safety Communications Agency)

- Function as a countywide E911 Public Safety Answering Point (PSAP).
- Provide efficient communications and dispatch services to law enforcement and other agencies.

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- Provide citizen access and 24-hour answering of emergencies through the E9-1-1 reporting system for the safety of life and protection of property.
- Provide direct access via the E9-1-1 emergency number for the speech and hearing impaired, using the teletype (TTY) for the deaf and those with hearing impairments.
- Provide back-up communications as the Public Safety Answering Point (PSAP) for the Issaquah Police Department.
- Provide auxiliary communication support to government agencies.
- Serve as net control for the calling frequency.
- Define and assign frequencies to be utilized for specific purposes.
- Activate the Emergency Alert System (EAS) when requested (back-up for the King County E911 Communications Center).

King County Office of Emergency Management

- Activate the King County ECC, if appropriate.
- Provide means for coordinating capabilities, resources, and assets necessary to alleviate disaster impacts on citizens and public entities caused by an emergency or disaster.
- Coordinate documentation of emergency activities and recovery of funds.
- Serve as the central point of contact for local government requests for specific local, State, and Federal disaster resources and services.
- Assist the City of Issaquah in coordinating the evacuation and movement of people in the City if requested, and as appropriate.
- Provide support to the City of Issaquah IMT in dissemination of evacuation information to the public, if requested and as appropriate.

King County Sheriff's Office

- Support recovery operations as defined in existing mutual aid agreements or as requested by Chief of Police.
- Maintaining post-emergency or disaster security patrols.
- Controlling re-entry.
- Assisting in damage assessment activities, if appropriate.
- Assist with evacuation if requested, and as resources allow.

King County Metro and Sound Transit

- Coordinate the use of public and private mass-transportation resources for the movement of people who lack transportation or have special needs, as requested by Incident Command. See Annex 4, Community Evacuation Plan, for more details.

City of Issaquah, Washington
2016 Comprehensive Emergency Management Plan

King County E911 Center

- Function as the King County E911 Public Safety Answering Point (PSAP).
- Act as a back-up Public Safety Answering Point (PSAP) for the Issaquah Police Department.
- Provide efficient communications and dispatch services to law enforcement, fire, EMS, and other agencies.
- Provide citizen access and 24-hour answering of emergencies through the E9-1-1 reporting system for the safety of life and protection of property.
- Provide direct access via the E9-1-1 emergency number for the speech and hearing impaired, using the teletype (TTY) for the deaf and those with hearing impairments.
- Serve as the initial communications, alert, and warning point for the King County Office of Emergency Management.
- Activate the Emergency Alert System (EAS) when requested.

Washington State Patrol

- Assist Incident Command, the King County Sheriff's Office, the Issaquah Police Department and other city police departments in law enforcement operations.
- Coordinate and maintain liaison with the appropriate State departments, as identified in the Washington State Comprehensive Emergency Management Plan, Emergency Support Function 13, Public Safety and Security.
- Assist in warning and communication support.

Washington State Emergency Operations Center (SEOC)

- Serve as the central point of contact for local government requests for specific Washington State and Federal disaster resources and services.

Washington State National Guard

- Assist the City of Issaquah if needed with security and evacuation procedures during a major disaster or other emergency as authorized by the Governor of Washington State.

Federal Emergency Management Agency

- Provide security as needed through the Department of Homeland Security.

Federal Bureau of Investigation

- Assist local, County, Washington State, and other Federal agencies in criminal investigations, or potential criminal investigations, of missing persons and search and rescue, as needed.
- Assist local, county, Washington State, and other Federal agencies in their public safety and security issues as needed.

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United States Coast Guard

- Provide security as needed on coastal waters.

American Red Cross

- Coordinate emergency shelter operations and mass care facilities for use during an evacuation, as requested and as resources allow.
- Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meet other urgent needs as requested and as resources allow.
- Maintain and update shelter agreements.

Issaquah Communications Support Team (ICST)

- Assist the Issaquah Police Department 911 Center and the City of Issaquah IMT with communications support as needed.

Issaquah Citizen Corps

- The Issaquah Community Emergency Response Teams (CERT) will be used in disaster events, and should be prepared to assist the City of Issaquah and other agencies before, during and after a disaster.

REFERENCES

City of Issaquah Emergency Operations Center Manual

King County Comprehensive Emergency Management Plan

King County Emergency Operations Center Manual

King County Sheriff's Office Standard Operating Procedures

RCW 38.52.110, Use of Existing Services and Facilities, Impressment of Citizenry.

Washington State Comprehensive Emergency Management Plan

Washington State Department of Transportation Disaster Plan

RCW 10.93, Washington Mutual Aid Peace Officers Powers Act

National Response Framework

ATTACHMENTS

See Community Evacuation Plan

City of Issaquah, Washington
2016 Comprehensive Emergency Management Plan

ESF-14: LONG TERM COMMUNITY RECOVERY

LEAD:	City:	City of Issaquah Economic Development Department
SUPPORT:	City:	City of Issaquah Office of Emergency Management
		City of Issaquah Executive Department, Office of the Mayor
		City of Issaquah City Council
		City of Issaquah Development Services Department
		City of Issaquah Finance Department
		City of Issaquah City Attorney (Contractor to the City)
		City of Issaquah Public Works Operations Department
		City of Issaquah Human Resources Department
		City of Issaquah Information Technology Division
		City of Issaquah Parks Department
		Eastside Fire and Rescue
		All Other City of Issaquah Departments
	Local:	Issaquah School District
	County:	King County Department of Assessments
		King County Office of Emergency Management
		Seattle-King County Department of Health
	State:	Washington State Emergency Operations Center (SEOC)
		Washington State Department of Transportation
	Federal:	Federal Emergency Management Agency
	Non-Gov	American Red Cross
		Puget Sound Energy
		Williams Pipeline Company
		Hospitals and Other Medical Providers and Facilities
		Qwest
		AT&T

INTRODUCTION

Purpose

Provide a standardized system to collect, report, and evaluate information related to an emergency or disaster and the response necessary to facilitate the community's transition from an emergency situation to the resumption of normal activities.

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Provide for the effective implementation and coordination of damage assessment activities within the City of Issaquah (City).

Provide for the emergency fiscal procedures, funds, and records required in support of the City emergency operations.

Identify roles and responsibilities involved in the recovery of City of Issaquah from a disaster as well as the roles and responsibilities of governmental and non-governmental entities for those functions. The primary goal is to return government, business and residents back to normal operation.

Scope

This Emergency Support Function (ESF) addresses damage assessment activities in the City of Issaquah (City) resulting from natural, technological, and human-caused emergencies or disasters and the roles and responsibilities of all City departments regarding recovery and restoration efforts. It also addresses disaster-related assistance and services provided by government and volunteer agencies following an emergency. This ESF will be implemented in concert with ESF 7, Logistics Management and Resource Support.

POLICIES

The recovery efforts for the City in large disasters will be coordinated by Incident Command and eventually transitioned to the Director of Economic Development, or designee and finally to appropriate departments.

Directors of City of Issaquah departments are responsible for establishing policies and procedures for assessing and reporting any observed damage to their department facilities and services and providing that information to the City of Issaquah Incident Management Team (IMT).

The City of Issaquah Emergency Management Division is responsible for coordinating damage assessment in the City.

King County Office of Emergency Management (KCOEM) will coordinate the collection of Preliminary Damage Assessment (PDA) information for both public losses and uninsured private losses from local jurisdictions, public entities, and tribes, and forward the information to the Washington State Emergency Operations Center (SEOC) for a determination of whether King County, including the City of Issaquah, will be recommended for Federal individual assistance, public assistance, or both.

Whenever King County qualifies for State and/or Federal individual disaster assistance, individuals, families, and businesses will be referred to applicable Washington State and Federal programs or to volunteer agencies.

When individuals, families, and businesses do not qualify for State or Federal assistance, or whenever King County proclaims a local emergency, which is not followed by a Washington State or Federal declaration, assistance will be provided in accordance with existing City of Issaquah and King County policy and programs or by volunteer agencies.

Public damage and response costs will be borne by the incurring organization. Reimbursement will be provided through Washington State and Federal programs, as available and authorized.

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When the Mayor has issued a Proclamation of Emergency, the Council shall be notified of the proclamation.

Under Washington State statutes, the Washington Emergency Services Act, RCW 38.52.070 (2), the City has the legal authority to enter into contract and incur obligations needed to respond to a disaster.

PLANNING ASSUMPTIONS

The capability to recover from any emergency or disaster is dependent upon the timely receipt of accurate information. This information is used to determine priorities based on needs and the availability of resources.

There may be an immediate and urgent need for medical attention, sanitation facilities, food, water, clothing, and transportation following an emergency or disaster.

To the extent practicable, immediate basic needs will be the responsibility of the individual, benefited by their individual disaster preparedness measures.

Needs not met by individual responsibility will be referred to established public or private programs consistent with individual qualifications, organizational priorities, and resource availability.

Organizations or agencies providing utility services, whether public or private, will have in place plans to, the extent possible, ensure continued service during the recovery and restoration periods.

All City departments are responsible for the preparation of damage assessment forms for their department and ensuring the forms are forwarded to the City of Issaquah IMT, or designated department.

Depending on the nature of the hazard and availability of resources, the City may conduct structural inspections of privately-owned structures and businesses to determine whether they are safe to enter or to occupy. Subsequent engineering evaluations to determine corrective action needed or to appeal the City's action will be the responsibility of the property owner or occupant.

It may be necessary for the City to expend funds necessary for survival of the people, which may exceed legal limitations on the budget.

In the event that the EOC structure is compromised, another location will be chosen from available, safe structures.

CONCEPT OF OPERATIONS

Following the initial response to an event, the City of Issaquah IMT will remain activated to conduct initial recovery and restoration activities and may remain activated until its functions are no longer needed. The City of Issaquah IMT may be reactivated on a temporary basis to meet developing needs.

City of Issaquah staff will support IMT activities. Liaison and coordination will be maintained with King County, Washington State, and Federal officials, the American Red Cross (ARC) and other volunteer organizations. The priority of tasks will be determined by Incident Command.

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During the response phase, City of Issaquah IMT staff will document reported damage throughout the City, evaluate community needs, and commence planning for recovery and restoration. Resources and services will be arranged, as necessary, for meeting urgent community needs.

To determine a priority of response efforts, a Rapid Impact Survey (RIS) must be promptly carried out to provide the City of Issaquah IMT information on life safety threats, major problems, and the status of lifelines, essential facilities, imminent hazards, and access routes.

A more quantified damage assessment process is then conducted; this process is called the Preliminary Damage Assessment (PDA) and is coordinated by the King County Office of Emergency Management for Washington State/FEMA recording.

The Preliminary Damage Assessment (PDA) is an assessment, prepared by the local jurisdiction, used to determine the magnitude and impact of an event's damage. A FEMA/State team will usually visit local applicants and view their damage first-hand to assess the scope of damage and estimate repair costs. The State uses the results of the PDA to determine if the situation is beyond the combined capabilities of the State and local resources and to verify the need for supplemental Federal assistance. The PDA also identifies any unmet needs that may require immediate attention.

There is no one City department that is capable of completing an assessment of damage throughout the entire City; therefore, this must be a cooperative effort among all departments capable of contributing to the effort.

The resources and services of the City will be used to the extent practicable. Additional services or resources, or those not normally part of the City inventory, may be procured from private sources, requested through the IMT, or provided by the community.

In addition to the City of Issaquah departments involved in recovery efforts, several outside agencies may be involved. These agencies include: King County Office of Emergency Management, Washington State Emergency Operations Center (SEOC), Small Business Administration (SBA), Federal Emergency Management Agency (FEMA), U.S. Army Corps of Engineers, Federal Highway Administration, Washington State Department of Transportation (WSDOT), American Red Cross, The Salvation Army, U.S. Internal Revenue Service, and other State, Federal and nonprofit organizations.

A listing of selected disaster assistance programs is included as Attachment A, Individual Assistance Programs.

RESPONSIBILITIES

City of Issaquah Economic Development Department

- Identify core stakeholder groups, businesses and organizations.
- Convene and support recovery committee.
- Identify and define community relationships.
- Lead recovery effort.

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City of Issaquah Office of Emergency Management

Before the Event

- Develop procedures for soliciting, receiving, recording, evaluating, and disseminating damage assessment information.
- Include damage assessment administration and reporting as part of the citywide training program on emergency management.
- Develop plans and procedures to register and use resources of governmental agencies, professional and educational organizations, and volunteers.
- Coordinate training of personnel in building safety evaluation techniques (ATC 20, 21 and 45 training).
- Coordinate the compilation of a list of essential privately owned facilities requiring the highest priority for safety evaluation and approval of any required repair work.
- Develop and maintain active liaison with private non-profit groups and the business community to facilitate the provision of recovery and restoration resources and services.
- Implement IMT procedures for coordinating recovery and restoration activities and public information. Include provisions to coordinate content and distribution of recovery information with County, State, and Federal emergency management agencies.

During the Event

- Coordinate the building safety evaluation function after preliminary damage assessment.
- Exchange appropriate damage assessment information with the American Red Cross.
- Arrange for establishment of a Disaster Recovery Assistance Center when requested by King County, Washington State, or Federal emergency management personnel.

After the Event

- Continue or assist with the coordination of recovery and restoration activities.
- In coordination with the City's Public Information Officer, inform the public of available services and assistance programs.
- Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is a disagreement or confusion regarding responsibility, scope, duration, coordination, or procedure.
- Coordinate a review of the Comprehensive Emergency Management Plan after activation to incorporate lessons learned.

City of Issaquah Mayor's Office

- Implement policy and make decisions on major emergency fiscal expenditures.

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- Assign an Applicant Agent for City of Issaquah government recovery when federal assistance is established.

City of Issaquah City Council

- Make fiscal policy, adopt and enact ordinances and motions, appropriate revenues and approve recovery expenditures.
- Adopt an ordinance stating the facts necessitating appropriation of funds to meet the emergency financial requirements of the City, with or without notice of public hearing as provided by Washington State law (RCW 35.33.081).
- Establish policies on the obligation and expenditure of budgeted funds on disaster related items; allowing for the most efficient and expedient use of available financial resources.

City of Issaquah Development Services Department

- Assist and advise the public with relevant recovery activities, including building and safety inspections.
- Provide expertise and recommendation for reconstruction, demolition, and structural mitigation during the recovery and restoration period.
- Issue Abatement Notices as needed to property owners where hazards to life safety are present.
- Review development standards and building codes as a result of lessons learned from a disaster, as appropriate.
- Develop and implement procedures for conducting initial and preliminary damage assessment and post-disaster safety inspections of:
 - City-owned buildings and facilities.
 - Public and privately owned buildings and facilities, as resources allow.
- Issue building permits in the City of Issaquah.
- Assist and advise the public with relevant recovery activities, including land use and zoning information, and permit assistance.
- Issue land use permits and collaborate with the City's Economic Development Department in the recovery and rebuilding of properties in the City of Issaquah.
- Suggest special provisions regarding fees and paperwork submission for emergency and disaster repairs.

City of Issaquah Finance Department

- Establish accounting procedures for all expenditures relating to disaster recovery and restoration efforts.
- Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- Assist all City departments with documenting disaster-related expenditures.

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- Assist in identifying internal and external funding sources for disaster-related expenditures if department budgets are exceeded.
- Manage the compensation for injury and claims process arising from the emergency or disaster.
- Request emergency appropriations from the City Council through the Mayor's office.
- Advise City officials on emergency fiscal needs, required reports and emergency funding resources.
- Oversee emergency budgetary and financial management, emergency financial planning and preparation of the City's emergency operating reports.
- Provide administrative resources to record and maintain fiscal records.
- Provide assistance to City officials on emergency budgetary and financial management.
- Recommend long-term economic recovery strategies to the Mayor.
- Act as trust officer for unclaimed funds from estates that result from an emergency.
- Coordinate the receipt, disbursement and accounting of Federal and other funds made available for emergency welfare services.
- Provide for internal cash and system financial auditing of City departments and offices, as required to maintain the continuous provision of emergency services.
- Establish a fiscal records management system for emergency fiscal records retention and provide a consulting service to all City departments on the management of all emergency fiscal records.

City of Issaquah City Attorney (Contractor to the City)

- Provide legal advice to the Mayor, department directors, and City Council relating to actions required during recovery and restoration.

City of Issaquah Public Works Operations Department

- Ensure adequate resources and trained personnel are identified to conduct debris removal activities. (See Debris Management Plan).
- Remove debris from rights-of-ways and repair and restore roads and bridges damaged during an emergency or disaster. Initial focus should be on major or critical routes.
- Restore transportation, water, wastewater and drainage facilities.

City of Issaquah Public Works Engineering Department

- Develop and implement procedures for conducting damage assessment and post-disaster safety inspections of City-owned infrastructure.
- Provide a representative to the City of Issaquah EOC who will compile the damage assessment information and make recommendations to the Director of Emergency Management.

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- In coordination with outside agencies, develop policies and procedures to segregate disaster debris into recyclable and non-recyclable components, including the recycling of applicable components.
- In coordination with the providers of waste management services in the City of Issaquah, implement procedures for the collection and disposal of disaster debris from public and private property, including the pick-up and disposal of hazardous material.
- Identify temporary storage locations for disaster-related debris.

City of Issaquah Human Resources Department

- In conjunction with the Director of Emergency Management and King County Office of Emergency Management, register emergency workers for recovery and restoration activities.
- Obtain appropriately trained personnel to assist with recovery and restoration activities as directed by the City Administrator.

City of Issaquah Information Technology Department

- Ensure telecommunications (telephones, faxes, cellular phones) and computers are operational for the City of Issaquah EOC and all City departments.
- Provide damage assessments of communications and computer systems in all City facilities, and begin restoration service for any disabled systems.

City of Issaquah Parks Department

- In coordination with the City of Issaquah IMT, the Director of Emergency Management, and the American Red Cross, identify sites for temporary campgrounds to accommodate displaced families and individuals, assuring sufficient space for emergency sanitation and staging of support infrastructure such as field kitchens, generators, mobile hospitals, and administrative facilities.
- In coordination with the Director of Emergency Management and if directed by the Mayor, arrange for facilities, furnishings, and equipment to support a Disaster Recovery Center.

City of Issaquah - All Departments

- Support recovery efforts as identified in department SOPs.
- Support appropriate local, State, and Federal agencies as conditions warrant and within the realm of City plans and procedures.
- Provide situation and status reports, as requested.

Eastside Fire and Rescue

- Provide fire protection and emergency medical services to the community impacted by the emergency event.

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King County Department of Assessments

- Process citizen requests for property re-assessment, or reduction of assessments due, as a result of losses or damages caused by a disaster.
- Provide support to the City of Issaquah for recovery operations.

King County Office of Emergency Management

- Develop and maintain active liaison with private non-profit groups and the business community to facilitate the provision of recovery and restoration resources and services.
- Arrange for establishment of a Disaster Recovery Center when requested by City, State, or Federal emergency management personnel.
- Develop procedures for coordinating regional recovery and restoration activities and public information; coordinate content and distribution of recovery information with City, State, and Federal emergency management agencies.
- Develop and maintain a system for registering emergency workers for recovery and restoration activities.
- In coordination with the City of Issaquah's Public Information Officer, inform the public of available services and assistance programs.
- Assist other organizations in identifying recovery and restoration activities and training opportunities.
- Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is a disagreement or confusion regarding responsibility, scope, duration, coordination, or procedure.
- Coordinate registration for volunteer inspectors.
- Coordinate the dispatching of volunteer engineers for inspection services, if requested.
- Assist as needed in coordinating pet care with the local animal services agency and the City of Issaquah IMT.

Public Health - Seattle & King County

- Advise the public, through the City of Issaquah's Public Information Officer, of pertinent public health and environmental health issues and concerns such as inspection of on-site sewage systems and wells, sanitation and disinfection, food and water safety, and disease.
- Ensure adequate resources and trained personnel are identified to conduct Public and Environmental Health activities. Develop plans and procedures to register and use resources of other jurisdictions, professional organizations, the business and medical communities, and volunteers.

Issaquah School District

- Provide damage assessment of school-owned facilities to the City of Issaquah IMT.

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- Reopen schools as soon as possible following a disaster event.

Washington State Emergency Operations Center (SEOC)

- Dispatch assessment teams to document or verify public and private damage.
- If “Individual Assistance” is authorized, establish a local Disaster Recovery Center to assist qualified citizens with filing claims for financial or housing assistance.
- If “Public Assistance” is authorized, dispatch assessors to develop, in coordination with local representatives, Project Worksheets for public damage and response costs.
- Provide technical assistance and advice on recovery and mitigation activities to both citizens and public agencies, as appropriate.
- Coordinate public information and assistance activities with the City of Issaquah and King County PIOs. Keep local authorities informed of assistance provided to local residents, businesses, and public entities.

Washington State Department of Transportation

- Effect repairs on SR 900 and I-90.

Federal Emergency Management Agency

- Dispatch assessment teams to document or verify public and private damage.
- If “Individual Assistance” is authorized, establish a local Disaster Recovery Center to assist qualified citizens with filing claims for financial or housing assistance.
- If “Public Assistance” is authorized, dispatch assessors to develop, in coordination with local representatives, Project Worksheets for public damage and response costs.
- Provide technical assistance and advice on recovery and mitigation activities to both citizens and public agencies, as appropriate.

American Red Cross

- Assist in activating mass care facilities and individual assistance programs as the need is identified by the American Red Cross staff or upon request from the Director of Emergency Management or the City of Issaquah IMT.
- Assist as needed in coordinating pet care with the local animal services and the City of Issaquah IMT.
- Implement detailed damage assessment as identified in ARC procedures and forward the information to the King County Office of Emergency Management.

Puget Sound Energy

- Provide damage assessment and repair services in a timely manner.
- Summarize assessed damage, provide overall event scope and projected restoration timeline(s) to the King County ECC or Issaquah IMT, as required.

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- Coordinate as needed with the City's Office of Emergency Management regarding emergency preparedness, response, and long-term recovery for damaged electric or gas (energy delivery system) components in an emergency event such as an earthquake or terrorist act.

Williams Pipeline Company

- Coordinate as needed with the City's Office of Emergency Management regarding emergency preparedness, response and long-term recovery for damaged/ruptured gas pipelines in an emergency event such as an earthquake or terrorist act.

Hospitals and Other Medical Providers and Facilities

- Provide damage assessment of medical facilities and capabilities to the City of Issaquah IMT.

CenturyLink

- Provide immediate and long-term repair of communication infrastructure for the City and community.

AT&T

- Provide immediate and long-term repair of communication infrastructure for the City and community.

Verizon

- Provide immediate and long-term repair of communication infrastructure for the City and community.

REFERENCES

City of Issaquah Emergency Operations Center Manual

King County Comprehensive Emergency Management Plan

King County Regional Disaster Plan

King County Emergency Operations Center Manual

American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment

Washington State Comprehensive Emergency Management Plan

Washington State Emergency Management Disaster Assistance Guide for Local Governments

National Response Framework

National Disaster Recovery Framework

ATTACHMENTS

A: Individual Assistance Programs

Emergency Support Function 14

ATTACHMENT A: INDIVIDUAL ASSISTANCE PROGRAMS

This compendium identifies typical individual assistance programs that may be available following an emergency or disaster. Each program has its own eligibility requirements, which must be met by each applicant to receive assistance.

PROGRAM: HUMANITARIAN SERVICE GROUPS

American Red Cross, The Salvation Army, Church Groups, Voluntary Organizations, Community Service Groups.

FUNDED BY: Agency or Group

ADMINISTERED: Agency or group at temporary or permanent locations

These services can be requested by individuals, local, or state officials. They provide immediate emergency aid such as clothing, food, and medical assistance, shelter, clean up help, transportation, furniture and medical supplies.

PROGRAM: EMERGENCY FOOD STAMP PROGRAM

FUNDED BY: United States Food and Nutrition Services (USDA)

ADMINISTERED: Washington State Department of Social and Health Services

Under a federal Individual Assistance Declaration, administers the Disaster Supplemental Nutrition Assistance Program (D-SNAP “food coupons”) to qualifying disaster victims.

PROGRAM: INSURANCE ASSISTANCE

ADMINISTERED: American Insurance Association (AIA)

Federal Emergency Management Agency

National Flood Insurance Program

Counseling on insurance problems and questions.

PROGRAM: CONSUMER PROTECTION

ADMINISTERED: Washington State Attorney General’s Office

Provides counseling on consumer problems such as non-availability of products and services needed for reconstruction, price gouging, disreputable business concerns and practices. May involve coordinating with the Insurance Commissioner and/or legal counseling.

PROGRAM: CRISIS COUNSELING GRANT PROGRAM

ADMINISTERED: Washington State Department of Social and Health Services

May be requested by the disaster impacted jurisdiction under a federal Individual Assistance Declaration. Provides emotional support, psychological first aid, resources and referrals to assist disaster survivors in their recovery. The program is not diagnostic or clinical therapy; it is peer-to-peer support by community members trained to assist.

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PROGRAM: INDIVIDUAL AND FAMILY GRANT PROGRAM (IFGP)

FUNDED BY: 75% Federal 25% State

ADMINISTERED: Washington State Emergency Operations Center (SEOC)

Intended to provide assistance to individuals and families to permit them to meet those disaster-related necessary expenses and serious needs for which other assistance is either unavailable or inadequate. It is not intended as a replacement for insurance.

PROGRAM: TEMPORARY HOUSING PROGRAM

FUNDED BY: 100% Federal

ADMINISTERED: FEMA

Provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable as a result of a disaster.

PROGRAM: DISASTER LOANS

FUNDED BY: 100% Federal

ADMINISTERED: U.S. Small Business Administration

Physical Disaster Loans. Low interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residence or personal property loss for renters.

Business Loans (Physical Disaster Loans). Low interest loans to businesses for repair, replacement or rehabilitation of disaster-damaged property.

Economic Injury Disaster Loans (EIDL). For businesses that are suffering economic loss as a result of single sudden physical event of catastrophic nature. SBA's maximum loan is up to \$500,000. Funds can be used for indebtedness and operating expenses.

PROGRAM: EMERGENCY LOANS, FARMERS HOME ADMINISTRATION (FHA)

ADMINISTERED: U. S. Department of Agriculture (USDA)

Low interest loans to farmers, ranchers, and agricultural operators, either tenant-operator or owner-operator, for physical and production losses. Loan may also be used to repair or replace farm property and supplies, or for repayment of farm-operating debits incurred during the event year. May also be available if approved by the USDA following a Governor's request.

PROGRAM: DISASTER UNEMPLOYMENT ASSISTANCE

FUNDED BY: Federal Emergency Management Agency (FEMA)

ADMINISTERED: U. S. Department of Labor through the Washington State Department of Employment Security Department (DOL)

Provides weekly benefit payments to those out of work due to the disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.

PROGRAM: TAX ASSISTANCE

ADMINISTERED: Internal Revenue Service (IRS)

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King County Assessors

Provides counseling and assistance in the form of income tax rebates to disaster victims who file income tax returns during the year of the disaster occurrence or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses or farming/ranching operations. Benefits may also result from filing amended state income tax returns. County assessors may provide information on possible property tax relief.

PROGRAM: SOCIAL SECURITY BENEFITS

FUNDED BY: 100% Federal

ADMINISTERED: Social Security Administration

Assistance to annuitants with address changes and expedited check delivery. Assistance in applying for disability, death, and survivor benefits, and SSI payments.

PROGRAM: UNITED STATES VETERAN'S BENEFITS

FUNDED BY: 100% Federal

ADMINISTERED: Veterans Administration (VA)

Assistance in applying for VA death benefits, pensions, insurance settlements and adjustments to VA insured home mortgages. VA representatives will also record address changes if necessary.

PROGRAM: LEGAL SERVICES

FUNDED BY: 100% Federal

ADMINISTERED: Federal Emergency Management Agency (FEMA)

Free legal counseling to low income persons for disaster-related problems. May include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.

PROGRAM: INFRASTRUCTURE ASSISTANCE COORDINATION COUNCIL (IACC)

ADMINISTERED: Washington State Department of Community, Trade and Economic Development (DCTED)

The IACC is an organization of state and federal agencies and associations that provides Washington communities with public financial and technical assistance. Through the council, these agencies coordinate their efforts to assist counties, cities, towns, special purpose districts, utilities and tribal governments.

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ESF 15: EXTERNAL AFFAIRS

LEAD:	City:	City of Issaquah Executive Department, Public Information Officer
SUPPORT:	City:	City of Issaquah Executive Department, Mayor's Office City of Issaquah Office of Emergency Management City of Issaquah Information Technology Department
	Local:	None
	County:	King County Office of Emergency Management King County E911 Communications
	State:	Washington State Emergency Operations Center (SEOC)
	Federal:	Federal Emergency Management Agency
	Non-Gov	Local Media EAS Participant KIRO 710 AM

INTRODUCTION

Purpose

To ensure that sufficient assets are mobilized during emergencies or disasters to provide accurate, coordinated, and timely information to impacted communities and populace, first responders, governments, media, tribes, and private sectors.

To provide resource support and mechanisms to implement a local Joint Information System (JIS) when necessary and supplementing first responder public information officers operations with JIS resources.

Scope

This ESF details the establishment of support positions to coordinate communications to various audiences. It applies to all City departments that may require public affairs /information support or whose public affairs / information support or whose public affairs / information assets may be employed during an emergency or disaster.

POLICIES

The City of Issaquah recognizes the importance of providing vital health and safety information to affected populations. The City of Issaquah will do everything possible to ensure that the information is consistent, accurate, complete, and promptly delivered using communication methods that will disseminate the information as widely as possible to affected populations. The City of Issaquah will coordinate the development and dissemination of all disaster-related public information through the City's Public Information Officer (PIO).

PLANNING ASSUMPTIONS

The City of Issaquah's Public Information Officer acts as the official for coordinating the dissemination of emergency public information as approved and authorized by the Incident Commander.

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The Incident Commander may appoint an Assistant Public Information Officer when media briefings are required from multiple locations or the situation requires it.

Media briefings will normally take place at City Hall. In the event that this location is not functional or communications are inadequate, alternate locations will be identified and announced by the City of Issaquah's Public Information Officer.

Any or all of the following methods may be utilized to relay emergency information to the public:

- AM Radio 1700
- Commercial radio and television media.
- ICTV Channel 21 – Local cable television station.
- Other City and King County websites.
- Printed education/information materials.
- City of Issaquah Variable Message Boards (VMS) – electronic warning sign boards.
- Amateur radio (ham radio system)
- Public address systems
- “Trap-line” Boards and Flyers (strategically placed bulletin boards)
- Social Media
- Other means as the situation warrants

Emergency Alert System (EAS). The EAS is activated for immediate life-threatening situations and only when time limitations or incident severity prohibit the information from being distributed to the media through normal channels. Activation of the EAS is authorized by King County Emergency Management (KCOEM) and is activated by King County E911 Communications. EAS messages are written and submitted by the Issaquah PIO or persons authorized in the City of Issaquah Communications Manual.

In some circumstances, it may become necessary to release emergency public information from field command posts. In this event, the individual in charge at the location shall notify the City of Issaquah Incident Management Team (IMT) in a timely manner and provide detailed information regarding information released.

In an emergency, it is important to ensure the same message is given to all sources.

CONCEPT OF OPERATIONS

Overview

The City of Issaquah's Public Information Officer, as authorized by the Mayor and Incident Command, will coordinate release of information and instructions to the public and may coordinate with other Public Information Officers, if appropriate.

Objectives

The public information objectives during an emergency or disaster are:

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- To inform the public and City of Issaquah's employees of the presence of a hazardous situation, its effects, and proper counter measures.
- To coordinate the City of Issaquah's release of public information to the media.
- To inform the public on protective measures that can be taken during an emergency, disaster assistance and recovery services and procedures.
- To control rumors and reassure the public.

Dissemination

The City of Issaquah's Public Information Officer will determine the best methods for dissemination of local emergency information and instructions. These methods include radio, newspapers, public and cable television, electronic media, mobile public address systems, door-to-door contact and other means as necessary to communicate with the disabled and non-English speaking community.

Information will also be disseminated to the City of Issaquah City Council, the Mayor, emergency personnel in the field, and other City employees so they know what information and guidance is being released to the public.

Dissemination of public information regarding City of Issaquah activities and services relating to an emergency should be reviewed and coordinated through the City of Issaquah's PIO.

A Joint Information Center (JIC) may be established by the PIO to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the City of Issaquah's IMT, may include Public Information Officers from other jurisdictions, and may be in conjunction with County, State and Federal information efforts. If a Public Health JIC is established the local JIC will coordinate messaging with the Public Health JIC. The location of the JIC will be determined on a case-by-case basis.

The City of Issaquah's Public Information Officer will maintain up-to-date media contact lists.

Special Groups and Instructions

As there are non-English speaking and hard of hearing or deaf and/ or blind residents and visitors in the City of Issaquah, there will be a need for emergency information to be translated and available in appropriate formats; interpreters and other communications means will be coordinated by the IMT, PIO or Issaquah Police Department.

Special instructions and provisions may be made for hospitals, nursing homes, schools, or other groups.

RESPONSIBILITIES

City of Issaquah Mayor's Office, Public Information Officer

- Establish policies and procedures pertaining to the release of emergency information and instructions.

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- Represent the City of Issaquah at press conferences, public hearings, and other public events.
- Receive the Incident Commanders approval for information releases and briefings as appropriate and conditions allow
- Coordinate with Incident Command and other local jurisdictions when information is to be released on the EAS and other shared information systems.
- Gather and coordinate emergency public information for timely release to the public.
- Notify appropriate agencies to assist in the dissemination of emergency public information.
- Give regular information briefings to City officials, news media, and the public, as authorized by the Incident Commander.
- Provide information to City of Issaquah departments that may dispense information so that everyone is given the same message.
- Provide pre-printed emergency public information brochures for distribution to the public.
- Recommend appropriate location(s) for public official and media briefings.
- Monitor media coverage and public reaction and perceptions and identify rumors and misinformation as soon as possible. Prepare corrections, if applicable.

City of Issaquah Executive Department, Mayor's Office

- Direct the City of Issaquah's Public Information Officer in public communications as needed.
- Communicate with the City of Issaquah City Council on the actions taken by the City of Issaquah to alert and advise the community before, during and after an emergency or disaster.

City of Issaquah Office of Emergency Management

- Support the City of Issaquah PIO in coordinating all press releases and briefings.

City of Issaquah Information Technology Department

- Develop and support technologies and procedures to allow effective communications for the City of Issaquah Public Information Officer in communicating with the public.

King County Office of Emergency Management

- Throughout the emergency or disaster, the King County Office of Emergency Management PIO will coordinate with City and State Public Information Officers to develop and disseminate emergency public information.

King County E911 Communications

- Activate the Emergency Alert System (EAS) throughout King County as appropriate and as authorized.

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Seattle-King-County Department of Health

- Coordinate with State and Federal health care agencies.

Washington State Emergency Operations Center (SEOC)

- Throughout the emergency, public information staff from the State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and State response efforts. State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
- Coordinate with local and Federal agencies on the release of emergency information and instructions.

Federal Emergency Management Agency

- The Federal Emergency Management Agency provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office (JFO) after a Presidential Disaster Declaration.

Local Media EAS Participant

- Broadcast messages to the public with critical alert information about an emergency or disaster as required by the Federal Communications Commission (FCC). This includes EAS messaging.

REFERENCES

City of Issaquah Emergency Operations Center Manual
City of Issaquah Communications Manual
King County Comprehensive Emergency Management Plan
King County Emergency Operations Center Manual
Washington State Comprehensive Emergency Management Plan
National Response Framework
National Incident Management System

ATTACHMENTS

None

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ESFs 16 through 19 Reserved for Future Use

**City of Issaquah, Washington
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ESF-20: STATE and FEDERAL SUPPORT

LEAD:	City:	City of Issaquah Office of Emergency Management
SUPPORT:	Local:	None
	County:	King County Office of Emergency Management
	State:	Washington State Emergency Operations Center (SEOC) Washington State National Guard
	Federal:	Department of Defense
	Non-Gov:	None

INTRODUCTION

Purpose

To describe the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide military support to civil authorities (MSCA).

To describe the procedures used to obtain military support.

Scope

This Emergency Support Function (ESF) addresses all requests for military support originated by the City of Issaquah (City) through the King County Office of Emergency Management (KCOEM) following a proclamation of a local emergency.

POLICIES

None

PLANNING ASSUMPTIONS

The Mayor of the City of Issaquah has the authority to request military assistance via the King County Office of Emergency Management and Washington State Emergency Operations Center (SEOC) (WSEMD), if necessary.

The military is capable of providing a wide range of support to local governments during an emergency or disaster.

Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local responses have been, or will imminently be, exhausted.

All requests for military assistance, except requests during imminently serious situations as described herein, will be submitted to the Washington State Emergency Operations Center (SEOC) (WSEMD) through the King County Office of Emergency Management (KCOEM).

Military support may be delayed until a state of emergency is proclaimed by the Washington State Governor or a Presidential Disaster Declaration has been issued.

It may take 48 hours or longer to receive military assistance.

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When deployed to provide military support to civil authorities, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

CONCEPT OF OPERATIONS

If the City of Issaquah has submitted a resource request to King County Office of Emergency Management and they are unable to accommodate the request using King County or private assets, a resource request may be made to the Washington State EOC as part of routine resource management activities.

It will be up to Washington State to determine the appropriate means of meeting King County's request, including the use of military assets.

If the King County Office of Emergency Management is aware of a specific resource owned by the military and needed by the City of Issaquah, the specific resource may be identified in the request sent to the Washington State EOC.

In an imminently serious situation, King County may request assistance directly from the military. An imminently serious situation is one in which there is an imminent threat to life and/or to property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:

- An imminently serious situation exists.
- The military unit is the only source of help available including the private sector, or the only source of help including the private sector that can respond in time to support the City of Issaquah and/or King County in alleviating the situation.
- The City and/or King County have issued a Proclamation of a Local Emergency.
- The City of Issaquah, King County, or Washington State government is willing to certify to military authorities that above conditions exist.
- The military unit is capable of providing the type of support requested without degrading its primary national defense commitments.
- The City of Issaquah and/or King County agree to assume the costs incurred by the military unit to provide the requested support.

The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. Assistance from the U.S. Coast Guard may be requested through the Washington State Emergency Operations Center (SEOC) All other requests for military assistance must be submitted to the Washington State Emergency Operations Center (SEOC) through the King County Office of Emergency Management.

The National Guard may be available following an activation by the Governor. Requesting National Guard assistance must be submitted to Washington State Emergency Operations Center (SEOC) through the King County Office of Emergency Management.

To obtain National Guard assistance, the City of Issaquah must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.

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Under the Posse Comitatus Act, Federal military forces cannot engage in direct law enforcement activities, such as arresting individuals or conducting surveillance. However, they are allowed to provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.

RESPONSIBILITIES

City of Issaquah Office of Emergency Management (Through the IMT)

- Determine if and when a recommendation will be submitted to Washington State Emergency Operations Center (SEOC) to request military assistance (Washington State National Guard).
- Transmit all requests to Washington State Emergency Operations Center (SEOC) through the King County ECC.
- Identify suitable staging areas and coordinate logistic support with the responding unit, as appropriate.
- Coordinate activities to ensure efficient use of requested assets.

King County Office of Emergency Management

- Receive requests for military support from the City of Issaquah and determine whether to request military assistance.
- Prepare requests for military assistance for routine requests or for imminently serious situation requests.
- Transmit all requests to the Washington State Emergency Operations Center (SEOC).
- Coordinate activities to ensure efficient use of requested assets.

Washington State Emergency Operations Center (SEOC)

- Train and educate civil authorities in the appropriate use of military support and the procedures for requesting military assistance.
- Coordinate emergency plans for military support to civil authorities.
- Coordinate requests for military support to Washington State and Federal agencies as appropriate.
- Alert the Governor and Washington National Guard for possible military support requests.

Washington State National Guard

- Provide military resources if capable of providing the type of support requested without degrading its primary national defense commitments.

Department of Defense

- Train and educate civil authorities in the appropriate use of military support and the procedures for requesting military assistance.
- Coordinate emergency plans for military support to civil authorities.

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- Coordinate requests for military support to Washington State and Federal agencies as appropriate.

REFERENCES

City of Issaquah Emergency Operations Center Manual

King County Comprehensive Emergency Management Plan

King County Emergency Operations Center

Washington State Comprehensive Emergency Management Plan

Military Support to Civil Authorities Plan, Headquarters I Corps and Fort Lewis

National Response Framework

ATTACHMENTS

- A. Military Organizations
- B. Examples of Military Resources and Services

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Emergency Support Function 20

ATTACHMENT A: MILITARY ORGANIZATIONS

NOTE: Military contact must be via the Washington State Emergency Operations Center or Duty Officer

U.S. Army Corps of Engineers, Seattle

4735 E Marginal Way S #2255
Seattle - (206) 764-3742 or
3015 Northwest 54th Street
Seattle - (206) 783-7000 or (206) 764-3406

Washington Army National Guard

Bldg1, Camp Murray
Tacoma, WA
98327-5000

Commander, 5th Continental US Army (CONUSA) Headquarters

1st Corps, Fort Lewis, WA 98431-5000
Madigan Army Medical Center
Tacoma, WA 98431-5000

US Army Reserve HQ, 70th Regional Support Brigade (RSC)

4575 36th Ave. W
Fort Lawton, WA 98199-5000

“A” Company, 6th Battalion, 158 Aviation Regiment

3433 109th St. SW
Everett, WA 98204

Navy Region Northwest

1103 Hunley Rd.
Silverdale, WA 98315-1199
(360) 315-5123

Naval Station Everett

2000 W. Marine View Drive
Everett, WA 98207-500

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Navy Engineering Field Activity NW

19917 7th Ave. NE
Poulsbo, WA 98370-7570

Naval Submarine Base Bangor

Silverdale, WA 98315-1200

62nd Air Force Wing

McChord Air Force Base, WA 98438

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ATTACHMENT B: EXAMPLES OF MILITARY RESOURCES AND SERVICES

(Not all-inclusive)

WASHINGTON STATE MILITARY DEPARTMENT

- Aircraft for transportation and reconnaissance
- Vehicles and drivers to assist with transportation
- Vehicles for transporting sand and sandbags
- Personnel to assist in securing roadblocks
- Limited mass feeding
- Civil disturbance operations/area security patrols
- Perimeter security/quarantine
- Limited military engineering
- Mobile/fixed communications
- Delivery of supplies
- Emergency shelter
- Limited emergency electrical power
- Urban search and rescue
- Limited emergency medical aid
- Limited potable water
- Aerial reconnaissance

U. S. DEPARTMENT OF DEFENSE ASSETS

- Medical assistance
- Patient evacuation
- Urban fire suppression
(requested through Washington State Emergency Operations Center (SEOC) Communications equipment)
- Debris clearance for emergency access
- Damage assessment and structural evaluation of buildings
- Demolition
- Water supply
- Restoration services for critical facilities
- Contracting and construction management
- Electrical generation

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City of Issaquah Support Annexes

The following existing and planned annexes support the City of Issaquah Comprehensive Emergency Management Plan:

- Community Evacuation Plan
- Debris Management Plan
- Resource Management Plan (Future)
- Pet Shelter Plan
- Donations Management Plan (Future)
- Spill Contingency Management Plan
- Pandemic Influenza Incident Plan
- Volunteer Reception Center (In Development)

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